



## Scatchet Head Community Club Board Meeting

September 13, 2023

### Meeting called to Order at 6:30PM

#### **Attendance:**

##### Board:

In attendance: Tara Long, Rachel Martinez, Kristin Bennett, Greg Gundel, Jake Mead, Fred Anderson, Lilya Roraback, Donna Peebles, Andy O'Donald.

##### Office Manager:

Maria Reyes

##### Community Members:

Alexandria Boyer, Jordan Boyer, Katherine Peterson

##### Approval of August 9, 2023 Board meeting Minutes:

Motion by Rachel, second by Lilya, approved unanimously

#### **Opening remarks and Community welcome:**

Jake opened the meeting and community members were asked for any input/remarks. None were received.

#### **Treasurer report – Fred**

Fred shared the Accounts Receivable, Budget Comparison, and the year-to-date budget comparison to actual expenses.

Accounts receivable collections are at 96%

Fred is working with Peter to get in sync with how the books have been kept to date. May have one or two notes to add but reports are financially correct with notes as on them. Will try to duplicate what Peter has typically presented with a bit more info that clarifies some items.



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The hard costs of the San Juan property foreclosure are under analysis. When we sell the property we will recover our hard costs and the aim is to also realize additional benefits to cover the soft costs as well.

### **Treasurer Report:**

Budget Remaining: Pool Supplies costs have jumped up due to cost and amount we have been using (increased participation - a good thing).

Treasurer Accounts - Payment plan people are slowly getting paid up, some need reminders or face fees/liens.

July Monthly Report: nothing outstanding. Our expenses are in line, assessments are in line, committee expenses are in line. Reserve update and financial review are on track. Greg has responsibility for CDs going forward.

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

- 1) General Office items of Note:
  - a. Key Issuance Policy and Procedure being developed
  - b. Computer mapping project will be started soon
  
- 2) Pool
  - a. Have downsized to 2 PA's for last month of season
  - b. End of season evals have been started and 3 are completed
  
- 3) Reservation System
  - a. Picking up again for fall events
  
- 4) Escrows
  - a. 3 properties in Pending Escrow
  - b. 1 new member(s) processed in September
  - c. 0 new rental members processed
  
- 5) Liens
  - a. Nothing to report



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- 6) Covenant Violations
  - a. 2 Covenant violation forms received
- 7) Building Application
  - a. 1 Application received/ approved
- 8) Scanning & Mapping
  - a. Work in progress
- 9) Community Input  
n/a
- 10) Websites/ Social Media
  - a. Website Usage
    - i. 193 (-39%) Unique visits for the previous month
    - ii. 479 (-49%) Page View w/ 2.4 pages per unique visit
  - b. Facebook page Usage
    - i. 259 (+1) Followers (Main) / 106 (+0%) (Pool Page)
    - ii. 277 (-27%) people reached / 155 (+87%) (Pool page)
    - iii. 30 (+58%) Interactions / 15 (+200%) (Pool page)
  - c. NextDoor
    - i. Nothing to report

### **Aesthetics: Lilya**

Nothing new to report from the Aesthetics Committee.

### **Emergency Planning Committee Report: Fred**

The Emergency Preparedness Committee met (meeting minutes available if requested) and key items discussed were

- block captain recruiting
- storage of emergency supplies in the clubhouse shed
- The September 30 Island County Emergency Preparedness Fair in Oak Harbor
- Upcoming CERT Training November 3-5 in Coupeville



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- Planned meeting of SHCC Block Captains and CERT trained individuals in September or October
- The next planned community training event will occur Nov 5 (time change Sunday) and we will discuss home preparedness and details of our Emergency response plan which should be close enough to being done to discuss by then.

As of the first week in September we have nearly 70% of SHCC homes with an identified Block Captain assigned. Some block captains are trying to cover 30+ homes. In some areas co-block captains cover up to 40 to 50 homes. We would like to see a block captain cover about 20 homes so we are still recruiting for these neighborhoods and those neighborhoods not covered yet.

In the monthly Island County Emergency planning meeting, the upcoming Earthquake Drill (Great American Shakeout of 2023, Oct 19 at 10:19 am) was discussed and SHCC was asked to participate. The SHCC block captains and CERT people have discussed the request and we will participate. We will meet and plan for the drill at the clubhouse on September 17 and 24 at 6:30 pm. Individuals can come to either one of the meetings.

### **Arch & Plats – Rachel/Jake:**

Two Covenant Violation forms were received this month:

1. Report of debris on a vacant lot on Driftwood. Contacted owner who explained that a contractor left items after work was performed to prepare the lot for new construction. The lot has now been cleared and the violation is closed.
2. Report of a camper parked on Driftwood with a question if it was to be used as VRBO housing. Upon speaking with the lot owner, he was informed that no one is permitted to reside in the parked camper. He then stated that he only wanted to park his camper on his lot. The lot has since been sold and the camper is no longer there.

### **Engage the Community – Tara:**

Plans are underway for a Halloween decoration contest.



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Will be meeting with other committee members later this month to plan other activities for the remainder of the year.

### **Facilities – Greg:**

Facilities report for August: Nothing to report.

### **Roads and Bluffs – Andy:**

Chairperson Andy, along with Jake, Maria, Greg, Fred and Jerry did a walk-about to examine the roads and bluffs and assess their condition. It was noted that a property adjacent to George is significantly on Community land. Also, areas of George show wear and decomposition. The property at the end of Driftwood (east) has been cleared of all vegetation (mostly blackberries) and now needs to a remedy to prevent future slides.

### **Pool – Kristin/Donna:**

Meeting was held on Monday, September 11 by the pool committee. Various subjects were brought up:

- The pool was used by 30% of the community this season. Survey will go out via email to community members asking for feedback and suggestions.
- The committee decided to meet more often than every quarter to keep on top of issues and make needed progress. Every other month was agreed upon.
- Maria will look at the cost of obtaining commercial grade furniture, as our current items will likely not hold up and purchases are itemized in our reserve budget.
- Signage in the pool area was updated and is tied to WA State regulations.
- Electronic waiver forms would be more efficient than current paper copies, which are cumbersome. Will explore costs for implementing next year.



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- Will explore long-range labor cost-cutting methods, such as a pool sweeper and automatic chlorination. We will research costs for various items to be proposed for the next budget cycle.
- Guest Usage/Limits – set requirements for next season.
- Special Offerings - Classes, Groups, etc.
- Coordinate with Atheistic and Community Engagement Committees on activities and purchases

### **New Business:**

- Reserve study – Our Reserve Study report is due to be filed in September. Fred passed out the current report for feedback and Maria will coordinate returning it to Jeff Samdal.
- Water District Project and impacts to SHCC – the Water District has amended their plans and will no longer impact the board’s plans for work on George. There is no need for further delay.
- San Juan Property – the community now has full title to the property and discussed moving forward.
  - o Realtor options – we will remain with our current realtor. Discussed making improvements or selling the lot “as is”. The board decided it should be sold as is and the oversight of this selling transaction will be handled by Jake.
  - o Timeline for buyer to remove trailer, if sold as is – we must make sure that the trailer does not remain on the lot so will give buyer a timeline as a condition of sale.
- Patio – A motion was made to rescind last month’s vote to build the patio as it was above the current budgeted amount. This motion passed. A new motion was made by Tara and seconded by Rachel to build the patio fence as the first phase of this project and not exceed the budgeted amount of \$16,400. The motion passed unanimously.

### **OLD Business:**

No old business

**Adjournment of regular meeting at 8:20pm**



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Minutes Approved  As Written.  As approved

Date: 9/13/2023

, SHCC Board Secretary