

**September 14, 2022**  
**Board Meeting Minutes**  
**Scatchet Head Community Club**

**Call to order / attendance – Rachel Martinez / Pat Baird**

The meeting was called to order by President Rachel Martinez at 6:30 p.m. Members present were Peter Sprinz, Pat Baird, Jake Mead, Kristin Bennett, Lilya Roraback and Fred Anderson. Beth Itaya and Greg Gundel were excused from the meeting. Also present was Maria Reyes, SHCC Office Manager.

**Approval of minutes from the August 10 annual – Rachel Martinez**

Peter moved and Jake seconded a motion to approve the draft minutes from the August board meeting; approval of the minutes was unanimous.

**President remarks**

Rachel encouraged board members to continue to use email to exchange input on board business between meetings. She requested that Pat send any document updates to all board members for inclusion in their binders. Kristin Bennet will chair the mandatory Arch and Plat Committee.

**Community input – Rachel Martinez**

Rachel welcome the following community members to the meeting: Sandra Anderson, Dria and Jordan Boyer, Brad Clapton, Sheryl Clough, Ruth Deritis, Mark Gmerek, April Lechelt, Jill Lipoti, Jaci Mach, Bill McGeary, Donna Peebles, Katherine Peterson and Berdine Saul to the meeting.

Input involved closure of the pool at the end of September. Health benefits, community engagement and other benefits of pool use were discussed as reasons to extend the 2022 pool season into October and establish April through October as the permanent pool season. Other topics included status and design of the new patio and fence at the south end of the pool; swimming without a partner; installation of an outdoor shower, a water fountain in the pool area and a community espresso machine; and greater encouragement from the board for community input. Maria announced that the pool would reopen on Friday since the necessary repair was completed earlier in the day.

Rachel thanked community members for their input; Dria and Jordan Boyer, Ruth Deritis, and Katherine Peterson remained at the meeting until an executive session later in the meeting was held.

### **Treasurer report – Peter Sprinz**

Peter summarized data contained in the financial reports distributed to the board via email prior to the meeting. Approximately \$92,000, about 37 percent, remains in the operating budget as of August 30. Reserve funding totals 39.5 percent of funds needed to complete all projects listed in the report. The updated reserve study information sheet completed by Peter was accepted by the board and will be sent to Samdal & Associates.

Year-to-date accounts receivable totaled \$236,000, with 95 percent of assessments having been paid. Certified letters of intent to place liens were sent to three members (one member with two lots) who have not yet paid their assessments. Status of ongoing legal action and liens was deferred to executive session.

Peter reported that landslide street cleanup insurance is not available to either the association or individual owners. Damage to or loss of possessions within a dwelling may be covered under homeowner coverage.

### **Office manager report – Maria Reyes**

Information sent prior to the meeting was reviewed, and Maria solicited input from the board on any other topic or data she might include in her reports. She is progressing with QuickBooks training, and her notary application is in process. Maria is tracking pool use data, and hopes to automate clubhouse and barbeque area reservations via the website soon. She will update the keycard system at the end of September, thereby preventing entry to the pool after closure. Nine escrows were completed in August with four pending (two of which closed early in September). Other projects Maria is working on include a clubhouse inventory, scanning hardcopy records, and reorganizing the kitchen. The board commended Maria for her proactive approach to SHCC business and the swift acclimation to her position.

### **Committee reports**

#### **Facilities**

In his email prior to the meeting, Greg reported that grounds work was a priority over the last month and work has commenced on maintenance of the sport courts.

#### **Roads and Bluffs**

Jake reported that the broken drainage pipe crossing a private lot on Driftwood Drive was repaired. He cited seawater backflow and sandy soil composition will continue to undermine the drainage pipes channeling runoff to Cultus Bay. He suggested some solutions, the most effective of which would be the immediate installation of "T" pipes to prevent debris from clogging the runoff drains. The board agreed with Jake's proposal, and the project will be completed by Jake and Jerry plus volunteers will also be needed.

Different varieties of plum, pear and apple trees, to be planted next spring, will be discussed at a future meeting.

Jake presented a draft of the letter to be mailed to all bluff property owners and then emailed to the entire community concerning the need to take measures to prevent landslides. The letter includes an invitation to the workshop held in the clubhouse on Saturday, October 15, the time of which has been changed to 9 a.m. till 10:30 a.m. Scott Palmer, the geo-tech consultant who conducted the drainage and topographical review last year, will provide information and answer questions.

The letter will be accompanied by a list of Internet resource sites regarding erosion abatement, plantings and other preventive measures. Jake urged board members to attend the workshop and also stressed that those who are not experts on the topic should avoid offering advice or opinions about landslides.

### **Aesthetics**

Lilya and Greg are working together to obtain proposals for the pool patio that include materials, costs and timelines. Lilya also reported that she will bring clubhouse flooring samples to the board soon.

### **Documents**

Rachel and Mary Beth are continuing efforts to organize SHCC documentation.

### **Engage the Community**

An announcement about the annual Halloween House Decorating contest will be published in the September and October newsletters.

### **Emergency Response Plan**

Fred announced that a list of short- and long-term action items was created to guide the committee in composing and implementing an emergency response plan tailored to SHCC community needs. Fred recognized that his wife Cindy Anderson plus Jordan and Dria Boyer as well as Rachel have volunteered to help not only with the action items but also with a community social event in November to increase awareness and enthusiasm for the plan. Additional community members are needed on the committee, which will meet at the clubhouse on a monthly basis.

Jordan reported that the southernmost tsunami siren is located at Bush Point and outside hearing distance from Cultus Bay. The committee will continue to explore locating a siren at or near Cultus Bay.

### **Old business**

Pool user key cards have been updated to allow access to the pool during open hours only.

Upon Greg's return, door bells will be purchased to ensure pool shower room privacy when immediate access for repairs, etc. is necessary. He will also address the status of the patio and

fence at the south end of the pool as well as his proposed policy regarding temporary camping by owners on vacant lots.

**New business**

Beth's proposal to purchase a bench for the west end of Driftwood Drive will be presented at the October meeting.

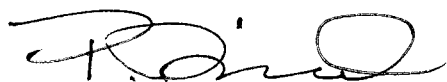
**Executive session**

The board opened executive session at 7:50 p.m.

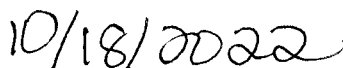
**Adjournment**

With no further business remaining, Rachel adjourned the meeting at 8:44 p.m.

Minutes are approved  as written or  as amended.



Pat Baird, Secretary



Date