



Scatchet Head Community Club

Board Meeting

January 11, 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:

Jaci Mach, Katherine Peterson, Alexandria Boyer, Jordan Boyer, Berdene Saul

Approval of December 8th Board meeting Minutes:

Motion by Rachel, second by Kristin, approved unanimously

President Remarks:

Rachel made remarks about the new year of 2023 starting and the board having accomplished a lot. She thanked the community for being here.

Community welcome:

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

Katherine asked when the pool committee would be convening. Rachel noted that Kristin would be heading up the committee along with Maria. Maria will manage the pool for the upcoming season. The first committee meeting would be scheduled soon and volunteers were still welcome to sign up by contacting the office.

Jaci Mach said she was there to observe and try to answer any Water Board questions should they come up.

Treasurer Report:

Peter presented the end of the year report and stated that he sent a document to board members that were expensed, but not really budgeted for. These expenses happen every year for various reasons



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that weren't planned for, but needed to be paid. Next up was the budget comparison report and nothing had really changed in the last 3 months.

We ended the year with \$96K operating cash and this is on average what we have give or take a few thousand. Peter stated this money we don't typically want to use for projects or place in reserve funds in case we have an unexpected expense such as a slide or something where we would need cash right away. For reserves we did not spend a lot at the end of the year so we still have \$231K which equals 42% of full funding needs and we like to around 50%. Money owed to us at the end of December was \$84K, dues paid to us was \$226K or 98% which was expected. Total amount collected including renters, late charges, interest and legal reimbursement was \$258K or 103% and 98% of all 494 lots are paid in full.

- **Committees:** showed a surplus left and since we do accrue accounting committees won't carry that money over to this year.
- **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.
- **Insurance claims:** We had a theft in December of approximately worth \$2500 and a deductible of \$1000. It was decided that we would not file as the insurance company keeps a record of items on claims and if we had a future larger claim, we risk losing insurance and or paying higher premiums.
- **CD's:** Two of the CD's that came due in December were extended to the end of January at 4% interest. The other CD is due in February and will be evaluated for interest rates at that time. There was some discussion about changing to a 3-month CD instead of monthly and Peter stated he would look at it, but if there was really no change, he would keep it monthly to keep things liquid.
- **Budget:** Peter ended with a call for items for 2024 budget by February board meeting. Committees need to be specific on what they needed for funding i.e., bulkhead work \$500 etc. They need to justify their asks. This does not include project that would fall under capital expense such as new carpet for the clubhouse as an example. Budget 2024 workshop was set for April 1st 2024 at 9:00 AM.
- **Past Due:** Peter discussed payment agreements with members who had a hardship and could not make the 4-month payment plan would receive a more formal letter requiring signatures agreeing to their commitment. First week in February a letter would be sent out to all members who had not made a payment informing them they have late charge and would be accruing interest charges if they do not pay their balance in full by the end of the month.



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Office Manager Report:

- Maria reported that assessments are coming in daily and that she was making updates in QuickBooks, email addresses and key cards.
- Reservation system, Maria is still waiting for feedback on policy updates she sent to the Document committee. She also created a new cleanup checklist and people were responding well to following it when renting the clubhouse.
- 1 property in pending escrow with a February close date, 1 building application was approved.
- Scanning and archiving is in progress with work continuing.
- Community Input received in the office – Members requesting more automation with annual invoice, payments and the surveys. Peter stated it was a large task and we would look at some options.
- Christmas Decorating Results: 1) Whetstone, 2) Dill, 3) Erickson

Arch and Plat:

- One building plan was approved on Blakely
- Moving forward on some existing covenant violations

Facilities:

- The outdoor lighting of the clubhouse, after a fifteen-year absence, was accomplished by Jerry and Maria. It was appreciated and very well done.
- Maria rearranged the office as well as reorganized the clubhouse kitchen. Both these tasks resulted in a much better appearance and greater efficiency when these area are in use.
- Due to the recent burglary of the work sheds next to the pool, Jerry spent a good deal of time reworking the outdoor security cameras. In the future the shed area of the clubhouse should be better protected. Entrance difficulty to the sheds was also enhanced. Sad but true, this was the first thievery of this nature in memory. We will also be replacing the stolen items.
- Work continues on the boiler room mechanical rearrangement as well as winter maintenance on the interior of the clubhouse.

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 1-16-23



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- Willow rounds of wood to be removed next time a machine is available
- Tree planting discussion for the best time to plant – It was suggested to contact Venture Out Nursery for help on planting.

Aesthetics:

The committee had an estimate on LVP flooring for the clubhouse and that committee discussions were continuing on the best options. The estimate for LVP from Bayview was Approximately \$15k.

Engage the Community:

Beth stated she was thinking of ideas and would have more perhaps at the next meeting.

Emergency Response Plan (ERP):

- Updated Emergency Preparedness Home Kit lists will be sent out to attendees of the community training we recently had. Also, a notice will be sent of upcoming CERT training for South Whidbey and the dates for training to those who were interested.
- A discussion was held regarding creating a structure for a Scatchet Head Community Emergency response team based on FEMA guidelines for an Incident Response team that can be scaled back for minor emergencies as required. Also discussed was division of Scatchet Head neighborhoods into smaller "blocks" and the alignment of the "blocks" with the Water System Emergency Response Plan and earlier work done on setting up blocks and block captains.
- Also discussed was the written Emergency Response plan in work for review by the Scatchet Head Community Club Board. The plan will outline the approach planned by the committee for implementation of an Emergency Response team as well as key items such as communications, facilities and resources, water supply (if the current system is out), and specifics related to identified potential issues. Planned trainings, recommendations to the Board on specific items and actions SHCC can do in the event of a disaster/emergency event will also be included.
- During the discussion it was noted that the committee should request some funding from the budget for items that the committee feels should be purchased and supported by the SHCC over the next year. It is requested that the board include an agenda item to discuss funding for some small projects. If funding is approved, project proposals will be made to the board before funds are spent.
- The committee set up a schedule for committee meetings in 2023 (second Saturday of each month at 1 pm unless the time conflicts with another event or holiday). A method will be identified to provide input from community members for some or all of the meetings). Also discussed was preliminary planning of additional community Emergency planning and training events throughout 2023. Three will be added to the SHCC calendar this week and additional ones added as identified in future committee meetings.



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Documents:

Maria has been busy making updates per the committee requests. Documents would be shared soon with the board for review

Old Business:

The RV/Trailer Camping by owners on vacant lots resolution would be drafted and presented at February's board meeting

Bench at west end of Driftwood was discussed and Beth would look at different options and present to the board at a later date.

New Business:

Eric discussed a mention on the community run Facebook page about having another litter clean-up day like the one organized last year by former board member Pat Baird. He stated he would plan to hold one on Saturday January 28th at 9:00 AM. He asked to borrow the clubs road signs and vests for the event and would absorb the cost of dump fees and trash bags so there would be no cost to the community. There were no objections.

The Board discussed installing an AED Defibrillator in the clubhouse. Fred will research it and report back on options and costs.

Greg asked for approval on installing signs in both the tennis court/boat ramp parking and clubhouse parking that the area closed at 9:00 PM and no parking allowed after this time in leu of the theft at the clubhouse sheds and other problems with people parking down there at night. This closing time would coincide with the clubhouse closing time. The board agreed and asked Greg to move forward with this.

Executive Session:

Executive Session was entered into at 7:25PM to review past due accounts.



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Adjournment of regular meeting at 7:30pm

Minutes Approved X As Written. _____ As approved

 Date: 2/8/2023

Eric Cooper, SHCC Board Secretary

SHCC Board of Trustees Officers:

- **Rachel Martinez, President**
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 - 360.579.1812
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