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**January 12, 2022**  
**Board Meeting Minutes**  
**Scatchet Head Community Club**

**Call to order / attendance – Mary Beth Schoeler**

The meeting was held via Zoom due to COVID concerns and called to order by President Mary Beth Schoeler at 6:32 p.m. In attendance were board members Tara Long, Peter Sprinz, Pat Baird, Greg Gundel, Will Sperling, Rachel Martinez and Jake Mead, with Beth Itaya joining the meeting at 6:46 p.m.

**Approval of minutes from the last meeting – Mary Beth Schoeler**

Peter moved and Rachel seconded a motion to approve the minutes from the December 16, 2021 board meeting. Approval of the minutes as written was unanimous.

**President remarks**

Mary Beth stated that she had advised SHCC's two employees that an increase in their compensation would become effective at the middle of January. She also mentioned the February community get together, and Tara commented that her report later in the meeting would address that future event.

**Community input**

Mary Beth welcomed community members Kara Peabody and Jordan Boyer to the meeting. Jordan did not have input for the board, and Cara asked about the logs at the bottom of the stairway at the north end of Driftwood Drive. Peter advised that action cannot be taken to clear the area since it is not owned by SHCC. Cara also expressed concern that the recent email announcement by SHCC was not blind copied to community members' email addresses. Mary Beth apologized for the oversight and confirmed that blind copying residents on SHCC emails was standard protocol.

**Treasurer report – Peter Sprinz**

Peter presented financial information for the year ending December 2021, detail for which was emailed to board members in advance of the meeting. He reported a shortfall in anticipated assessment income for 2021, due to Washington State's COVID-related proclamation regarding collection of late fees and interests.

Costs for the 2021 reserve projects were funded within the 2021 budget, so the reduction to reserve funds was approximately \$42,000. Large unanticipated 2021 expenses included installation of the new key card system, upgrades to SHCC phone/internet services, and increases in professional fees. However, even though it was an expensive and busy year for

SHCC repairs and upgrades, the 2021 budget still closed with a surplus of approximately \$8,585. Since the operations budget is always based on annual anticipated receipts for the year, these 2021 surplus funds will be set aside for any large 2022 unbudgeted expenditures or credited to the reserve account at year end.

Assessment letters and forms were mailed as announced, and receipts have already started to arrive. SHCC's CDs are reaching maturity, so Peter is researching interest rates to maximize interest income.

Peter reminded committee chairs to send their 2023 list of projects and anticipated costs to him soon. Greg, as facilities committee chair, was advised to only submit anticipated operations budget costs since major projects will be funded from the reserve account.

### **Office manager report – Mary Beth Schoeler for Raven O'Riley**

Mary Beth reported that she, Tara and Peter have been covering most SHCC office hours and essential tasks in Raven's absence due to a fall on ice. It is likely Raven will not be able return to work until later in the month.

### **Committee reports**

#### **Arch and Plat**

Jake reported that some letters regarding covenant violations were sent to community members. He will propose ways to make the covenant complaint process more efficient at the next board meeting.

#### **Facilities**

Greg reported that Jerry will complete camera installation by the end of the week. Mary Beth will contact past board member Steve Hochenedel on how to access system software.

The holiday snow delayed acquisition and installation of new plumbing fixtures in the men's clubhouse restroom. The work will be completed as soon as possible.

A recently discovered sewer line leak near the clubhouse appears to be located in SHCC's section of the system. Mick Olsen Corp. (MOC) investigated the problem earlier in the day, and a bid has been requested. The area will also require repaving that section of the parking lot. The cause of the leak is unknown. Work will be completed soon, and the clubhouse will remain closed until the restrooms are operational.

#### **Roads and Bluffs**

Jake reported that blackberry trimming was successfully completed on January 10. The area around the Totem Pole picnic area was too wet to trim and will be trimmed when that

section is drier. Some willows against the hillside were inadvertently cut back, and the contractor will return to prune them at no additional cost. The project exposed drains that need restoration work, so Jake will research designs and costs for review at the next meeting. Jake recommended that future blackberry trimming be scheduled in January, an ideal time of year to complete this type of project.

A finalized letter to bluff residents is slated to be sent in January regarding upcoming drainage restoration and/or relocation work.

The willow trees at the corner of George and Driftwood Drive need to be removed due to invasive rot. Jake will post a sign to let concerned residents know that after considerable consideration removal appears to be the only solution. An announcement will also be made in the January newsletter.

### **Documents**

Rachel is anticipating receipt of an e-version of one of the documents that will allow her to proceed with further organization of SHCC articles, bylaws and other documents.

### **Engage the Community**

Tara announced that the Holiday Lights contest was a success, with over 100 votes submitted and three families awarded gift certificate prizes as first, second and third place winners.

The wreath-making workshop earlier in December was fun, but the turnout was disappointing for the amount of preparation the event requires. In addition, the first snow sculpture contest did not have any participants, Santa's SHCC mailbox received only two letters, and rock painting attendance has dwindled over the past few years.

The community member get-together has been postponed due to the recent surge in COVID cases. The board will consider a June date once more information about when the new resurgence of the virus might subside. The annual July Fireworks celebration is still on the ETC calendar. The August SHCC neighborhood garage sale will likely become a bi-annual event.

### **Aesthetics**

Beth as well as Greg, as facilities committee chair, will meet soon to discuss plans for clubhouse enhancement projects. The proposal and budget will be submitted to the board soon thereafter.



## **Cameras**

Most of the cameras have been installed and wiring needs to be completed before the program and electronics can be tested. As mentioned earlier, Steve Hochenedel's help is needed to get the system fully operational. An article on the purpose and use of the cameras will be included in the newsletter once the system is completed.

## **Old business**

### **San Juan property sale**

Mary Beth reported that our attorney has asked her office to prepare the necessary paperwork during her two-week absence from the office; she will initiate court action upon her return. Bexar O'Riley, acting in his previous capacity as board vice president, has advised the realtor of the property's current status.

### **Covenant violation bylaw amendment**

A motion made by Peter and seconded by Greg to adopt a bylaw resolution amendment to increase fines assessed for covenant violations was unanimously accepted. The process of notifying community members of the proposed amendment to SHCC bylaws will commence this month.

### **Pool management for 2022 season**

Peter is still developing his proposed plan to employ a part-time seasonal employee to cover pool-related duties now assigned to Jerry, Raven and pool attendants. He and Greg will meet to discuss pool facilities tasks.

The pool season will begin on May 1 with 32 hours per week for morning aerobics, lap swimming and weekend family time. Hours will be extended to 42 hours per week on Memorial Day through Labor Day, returning to the 32 hours per week schedule until the end of October. Specific hours will be announced closer to the opening date of the 2022 pool season. The date for a pool grand opening party in May will also be announced later.

### **Department of Fish and Game**

Mary Beth will extend an invitation for a representative to come to a board meeting in either March or April to discuss how shellfish over-harvesting in Cultus Bay can be prevented.

**New business**

Covid concerns about clubhouse and eventual pool use were discussed. It was agreed to abide by State and county guidelines and mandates until the next meeting, at which time the topic will be revisited.

**Executive session**

After thanking Kara and Jordan for attending the meeting, Mary Beth started executive session at 7:47 p.m.

Outstanding covenant violations and possible resolutions were discussed. The board also discussed a change of legal counsel, and Peter will look into attorneys and collection agencies that other local HOAs have used with success.

Executive session ended at 8:32 p.m.

**Adjournment**

With no further business remaining, Mary Beth adjourned the meeting at 8:33 p.m.

Minutes are approved ✓ as written or \_\_\_\_\_ as amended.

  
Pat Baird, Secretary

  
Date