

# Scatchet Head Community Club Board of Trustees

## Meeting Minutes

11 -13-2024

Meeting was called to order at 6:34PM by Lilya Roroback, Vice President

### Attendance:

#### *Board Members in attendance:*

Kristin Bennett, Tara Long, Cynthia Butler, Fred Anderson, Curtis Price, Andy O'Donald, Lilya Roroback

#### Excused:

Sandra Anderson

#### Staff:

Maria Reyes, John Eaton

#### Community Members:

Jordon & Alexandria Boyer, Katherine Peterson, Lori Ritter

#### Approval of Meeting Minutes:

October 9<sup>th</sup> 2024, Fred moved to approve, Cythia seconded, all in favor

#### Community Input:

Lilya welcomed community members and asked them if they had any input/remarks.

Lori Ritter asked about progress for pool patio panels. This work is underway, some of the glass is bowed, working with contractor/manufacture for replacement.

Discussion surrounding past due assessments, brainstorming ideas for help with folks struggling to pay their assessments

#### Treasurer Report: (Fred Anderson)

Operations Budget \$114,333,68

Assume expenses of \$25,000.00 we are projected to have a surplus of approx. \$64,000.00 in surplus

\$304,000.00 in reserve = 65% funded - there are budgeted projects that are earmarked for this fund

Money we are owned: approx. \$63,000.00

Total amount remaining in budget \$13,592.00

Office Manager Report: (Maria Reyes)

- 1) General Office items of Note:
  - a. Newman audit is completed and *will be* published
  - b. Reserve Study Walk through completed 10/29 w/ Samdal
    - i. Final report will be completed and published mid-November
  - c. State Annual Report filed but will need amended
  - d. Banking signature card change still in process
    - i. awaiting state annual report amendment
  - e. Corporate Transparency and Beneficial Ownership Reporting identified as needed
    - i. See attached brochures
  - f. Prep for EOY 1099s & W2s started
  - g. EOY Tax rate changes being scheduled with payroll tax accountant
  - h. Prep for Assessment Mailing
    - i. review of letters, coupons, buying supplies
  - i. Coordinated with Island County Department of Health re: Spartina removal in Cultus Bay
    - i. *County gave thanks to the community and board for the cooperation and the removal was successful*
  - j. Yearly PCI completed- required for taking credit cards
  - k. Investigating how to take online payments
- 2) Pool
  - a. Asbestos Abatement 11/8 with repair to pool
    - i. Repair is Like to like - no Department of Health permitting needed for repair
    - ii. Abatement Co takes care of all permits for their portion
- 3) Reservation System
  - a. Picking up for the holidays
    - i. *Over 100 reservations in 2024*
- 4) Escrows
  - a. 2 properties in Pending Escrow
  - b. 5 Escrow closures processed
    - i. 6 member onboardings completed
- 5) Liens
  - a. 6 Liens issued in October
- 6) Covenant Violations
  - a. 0 received in office
- 7) Building Applications
  - a. 0 Application received
- 8) Scanning & Mapping

- a. Works in progress
- 9) Community Input
  - a. Questions about bylaws and chickens-
    - i. referred to board
  - b. Patio and ditch work updates requested
    - i. referred to chairs of facility and R&B

**Committee Reports:**

**Roads & Bluffs: (Andy O'Donald)**

Needs work order signed from Anania Trucking and Excavation for cleaning of outflow pipes

Bid is within budgeted amount

**Facilities: (Lilya Roraback)**

Progress Tracker submitted

**Arch & Plats: (Sandra Anderson)**

**Aesthetics: (Lilya Roraback & Tara Long)**

Meeting scheduled for 1-6-2025 for regular committee meetings to meet each quarter

**Engage the Community: (Cynthia Butler)**

We have been very busy Engaging the Community. The Halloween Street Party was a big success. We had great volunteers that not only donated their time but also supplies.

Around 75 plus Residents participate in the event. We had fun games and prizes. Definitely a must do next year.

Frosty Fine Edge will be at the Club House November 23rd 10:00 to 2:30 Get those knives, axes, garden tools, and saw blades sharp.

**December Events**

Making Tamales with Maria on December 7th, 6:00pm There will be a cost for supplies. This is going to be a very popular class. 15 people – need to RSVP

Family Holiday Night December 14th 2:00 - 6:00 we will be decorating the Club tree, making ornament, wreaths and cookie decorating. We will serve Hot Cocoa and Donut Holes.

The Committee will be meeting December 4th to plan the 1st quarter of the year. Our plans are to one or two events a month.

One committee member put out a survey on the Facebook residents page for event ideas



## Emergency Preparedness Committee (Curtis Price)

On October 17, many community members participated in the Great American Shakeout. Scatchet Head Community Club was registered with [shakeout.org](http://shakeout.org) and coordinated with the County. We participated in two ways: (a) the distribution of information about earthquake preparedness on Facebook, email, and on our website, and (b) a special radio drill where "mock" disaster information was collected from our radio network and sent to the County EM by network coordinator and ham radio operator Jordan Boyer. All community members were encouraged to "drop, take cover, and hold on" wherever they happened to be at 10:17 that morning. The [shakeout.org](http://shakeout.org) web page reports that more than 19.7 million Americans took part in this drill!

I was at the Island County Emergency Management Fair at North Whidbey Middle School on October 19. I volunteered at the fair myself (nothing amazing, helping park cars and guide attendees in). I picked up a lot of great ideas and materials and got to know many of the professionals and volunteers who are working in the space in the area. This is a great fair and I recommend it to anyone next time they hold it.

We had a fall "time-change day" meeting at the club house on November 3, as has been traditional for several years. The agenda included guest speakers Jill Lipoti and Jaci Mach, Scatchet Head Water District commissioners, who explained boil water advisories and orders, and gave us an update on the water system upgrade project. We also had a meeting to discuss the future of our radio net. We are finding it difficult to successfully run our radio net because of topography which blocks our signal. There are two paths to improve our radio communications. First, we need to develop and train on better protocols to "relay" messages between our group of block captains that can't see each other around obstacles. Secondly, several members are interested in purchasing higher power radios (GMRS) that can use more power and external antennas. If a few of us do this they can be effective as relay nodes in the net. This was a very well attended meeting (we had 23 on the sign up sheet). I'd like to give special thanks to Jordan, Dria, and Ron who helped with setup and cleanup, and Maria for getting me all set up with the club resources, especially the kitchen and the projector.

In the coming months I plan to form a core committee of interested people to move forward on improving our radio net capability and putting more good information on our SHCC website, and of course keep up our educational events at least twice a year.

Our next planned community-wide event is Stop The Bleed training at the clubhouse next time-change day on Sunday, March 9. This very useful training will only be available by reservation, so please mark your calendars.

Lastly, Maria has set us up with a members-only web page for us to share emergency information and important links. There are a few things there I recommend to everyone, for example, there are links on where to sign up for emergency alerts. Please check it out!

<https://www.scatchetheadclub.com/emergency-response-planning.html>

**Pool Committee: (Kristin Bennet & Sandra Anderson)**

Pool closed for season, pool repair covered on office manager report, working on setting up meeting schedule

Needs broader demographics of pool committee members

**Old Business:**

Bylaw Updates project / working on updates

**New Business:**

Beneficial ownership filing with FinCen, required to file before December 31<sup>st</sup>

Required info needed from each board member to be able to complete the e-filing:

Name, DOB, Address, Copy of State ID or a passport

Board members to submit their info by the end of the month

Fill vacated board member position in process

**Adjournment of regular meeting, at 7:18 PM**

Tara moved that the board go to executive session, Kirstin seconded, all in favor

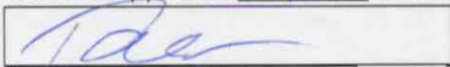
Curtis moved that the board move back to regular session, seconded by Lilya, all in favor.

Regular meeting called to order 6:58PM

Cythia moved that Kat Hiatt be appointed to fill the remaining term of the vacant board position, Andy seconded, all in favor.

Regular meeting adjourned 7:55PM

Minutes Approved  As Written.  As approved



Date: 12/16/24

SHCC Board Secretary

