

Scatchet Head Community Club Board of Trustees

Meeting Minutes

09/11/2024

Meeting was called to order at 6:34pm by President Jake Mead

**Attendance:**

*Board Members in attendance:*

Kristin Bennett, Tara Long, Jake Mead, Cynthia Butler, Fred Anderson, Curtis Price

*Excused:*

Sandra Anderson, Lilya Roroback

*Absent:*

Andy O'Donald

**Staff:**

Maria Reyes, John Eaton

**Community Members:**

Jordon & Alexandria Boyer, Lori Riter, Katherine Peterson, Loretta Collar, Rachel Wright Martinez, Jason Scheuerman-Gurnett

**Approval of Meeting Minutes:**

July 10<sup>th</sup> 2024 Board Meeting

Kirstin moved to approve as written, Cynthia seconded, all in favor

August 3<sup>rd</sup> 2024 Annual Meeting

Cynthia moved to accept as written, Jake seconded, all in favor

August 14<sup>th</sup> 2024 Board Meeting

Cynthia moved to accept as written, Fred seconded, all in favor

**Community Input:**

President Jake Mead welcomed community members and asked them if they had any input/remarks.

Jordan: Wildfire fair recently attended. DNR Group offered to meet with board or ERP, via zoom. Curtis asked for contact info and will reach out. Katherine mentioned the group out of Coupeville that assists with brush maintenance to prevent fires. Loretta mentioned some ongoing presentations regarding emergency response efforts in the county. Rachel asked about ditch clean up, still needs to be done, Jake will follow up with Andy/R&B. Drea mentioned the fireworks trash in

the neighborhood, needs to be cleaned up, Jake said this is also mentioned in the A&P report and plans to publish something next summer regarding this.

#### Treasurer Report: (Fred Anderson)

Where we're at for the year:

15 K short for income this year, some members not paying = 3K total of 18K short

40K over in expenses for the year

We have operating funds in reserves to cover this currently at 85K, projected to have about 54K left in reserve

95% of lots are fully paid

Insurance premium paid

#### Office Manager Report: (Maria Reyes)

##### 1) General Office items of Note:

- a. Continue to work with John to identify needs/projects
- b. Playground equipment information being gathered from vendors
- c. Planters-
  - i. Have had a volunteer come several times to do pruning and cleaning Ana Larson.
  - ii. Garden club did a work party on 9/7- THANK YOU!
  - iii. Will be planning another work party

##### 2) Pool

- a. Pool is into the end season schedule
- b. Swim lessons finished
- c. We have had a bit of illness and short staffing this past month
  - i. Hired a temp worker from last year to fill in some

##### 3) Reservation System

- i. Last big event on Sept 14
  1. May need to consider a few additions to the reservation form for a large event , i.e. event insurance, port a pot expectations

##### 4) Escrows

- a. 4 properties in Pending Escrow

- b. 1 Escrow closures processed
  - i. 1 member onboardings completed
- 5) Liens
  - a. 0 Liens issued in June
    - i. 6 people sent the intent to lien letters September 1<sup>st</sup>
- 6) Covenant Violations
  - a. 3 received in August
- 7) Building Applications
  - a. 0 Application received
- 8) Scanning & Mapping
  - a. Works in progress
- 9) Community Input
  - a. People coming into private yards to pick fruit, or play is an issue for several residents
    - i. They want something put in newsletter to ask people to respect properties
  - b. Thank you to the Whetstones for donating a lot of games for the clubhouse!
  - c. Thank you to Fred Anderson for donation of patio set for new patio
- 10) Websites/ Social Media
  - a. Website Usage
    - i. 56 (-29%) Unique visits for the previous month
    - ii. 141 (+7%) Page View w/ 2.3 pages per unique visit
  - b. Facebook page Usage
    - i. 288 (+1) Followers (Main) / 120 (+3) (Pool Page)
    - ii. 1.6K (-17%) people reached / 381 (-64%) (Pool page)
    - iii. 841 (+189%) Engagement / 357 (-12%) (Pool page)
  - c. NextDoor
    - i. Nothing to report

**Committee Reports:**

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

No report

Jake will ask about update for ditch clean up still needed

**Facilities: (Jake Mead & Lilya Roroback)**

Excel workbook provided tracking various projects and status / percentage of completion

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

- 3 Complaints were received
- 2 Complaints have been closed out
- Last Complaint will likely be resolved shortly

A&P also followed up with a 4<sup>th</sup> of July fireworks complaint which is now closed.

*A&P will recommend to the board to put a firework "do's and don'ts" in this next Junes newsletter*

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

No report

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

Cynthia will start holding monthly committee meetings, looking to bring back some events that were held pre-covid, thinking of having a Facebook poll to gain interest. Thinking of hosting movie night in the summer. Receiving inquiries about hosting a Halloween party on Orange St, looking into that.

**Emergency Preparedness Committee (Curtis Price)**

I am spinning up in this role, talking to Fred Anderson, Jaci Mach, and Jordan Boyer about past EM events, and ideas for the future.

The radio team of block captains and guests had another successful first Thursday network check in on Thursday Sept. 5. We added a new person on GMRS radio (higher powered) and I was able to participate on my lower powered personal FRS (a "walkie-talkie" really). I encourage others with similar equipment to mine to listen in next month on Oct 3, 7 pm. We use ch 6/tone 59, and can successfully relay across the network between participants that can't hear each other. Jordan ran the network test this time from the Guemes water tower.

The "Great American Shakeout" drill is coming up (10:17 am on Oct. 17). Jordan and I talked about some ways to participate. We are planning on a radio drill. Drop, cover and hold on!

<http://shakeout.org>

Island County is holding an emergency preparedness fair on Saturday Oct 19 in Oak Harbor. Hoping we can get a crew to carpool up there, especially some of our many Community Emergency Response Team (CERT) trained folks. CERT people are asked to volunteer as well. <https://www.islandcountywa.gov/754/October-Preparedness-Fair>

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

Pool currently closed due to electrical issues, currently being worked on by election, hope to back open this Friday. Watching weather to make sure it is warm enough to keep the pool open. Needs to have a committee meeting, coming soon.

**Old Business:**

none

**New Business:**

QuickBooks update, bring in independent accountant to review and provide some training for corrections and accurate record retention

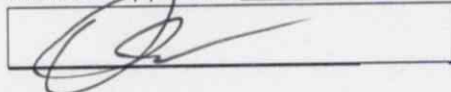
Fred: reviewed some errors in QB that needs to be addressed. Would like to let current accountant know that we will be making some changes. We have been doing some things that are generally done by a much larger corporation. These things make the books overcomplicated. Would like to be able to fix it. Wants books that are accurate to the penny. Estimated cost of \$300.00 to \$400.00 estimated. Individual would also do some training for Fred and Maria. Board was in agreement to do so.

Update needed to Pool Rules and Waiver to reflect all group activities (add Aqua Jogging/Mermaids) and that designated activity should be performed during designated time slot.

**Adjournment of regular meeting, at 7:12 PM**

*Board then went into Executive Session*

Minutes Approved \_\_\_\_\_ As Written.  As approved



Date: 10/9/2024

SHCC Board Secretary