

## JULY 15, 2017 MEETING

Call to Order at 9:00 am.

Board members in attendance: 2016-2017 Board - Wayne Tyrrell, Anne Crow, JoAnne Guiberson, Dianne D'Alessandro, and Anne Crow. Jeff Warren, Bill Vertrees and Ron Sullivan were unable to attend. New 2017-2018 Board Members attending were introduced: Dick Pittis (Architecture), Ben Randazzo (Properties), and Jeff Broeckel (Roads) , Julie Tuisl (website) was also present. Denice Town (Vice-President) was unable to attend. Ralph Moore (former Architecture chairman) attended as a guest.

Agenda was provided to the Board along with Minutes of the June (Annual) Meeting. Those minutes had been approved on line.

**Linda Orndorff (Bookkeeper):** Linda provided an explanation of her role (for benefit of the new members), Bill.com procedures, and duties of the association's CPA Marcus Bowman. Board needs to let Marcus know of the new approvers. Linda requested the Board authorize purchase of an association laptop. The existing laptop software is out-of-date and unable to download reports provided by the Secretary/Treasurer. Board approved that expenditure.

Linda reported on the status of delinquencies as well as currently pending sales (4 in the last 2 weeks) and liens (2). A question was raised relative to percentages owed by Hembree for roads and water billing. Wayne and Linda will discuss and contact CLA. Roads and water are calculated as a certain %; Wayne is working on which costs go into that billing and into the cost of water. Last 8 years was not included. Year-end calculations will need to identify that the additional amount is for prior water charges.

Background – in 2007 Golf Course owner (Mr. Hembree ) approached the association and Board wanting to incorporate his 38 lots into the assn. Eight of the lots are utilizing Golf Course Water while the balance (30) are using association water. For that reason the 8 lots pay less in dues. (The association at that time only had 30 lots to sell him). The Golf Course purchased water rights and put in a well at the clubhouse for clubhouse use as well as the 8 lots. Mr. Hembree negotiated an arrangement to receive water from the association system. Golf Course proceeded to develop the 30 lots in the ridge and highlands. When the Association installed the new water system, those 30 lots were included. Linda (Bookkeeper) maintains a spreadsheet to track the history and current status.

Board has requested that past-president (Wayne Tyrell) and Linda (Bookkeeper) summarize their understanding of the 38 lots (33 plus 5) to include water rights/ etc. This will be of value to this and future boards.

Julie Tuisl has volunteered to be the administrator of the SCMA website. Title companies typically send demands to webmaster during a sell transaction so those need to be forwarded to Linda O.

June Meeting minutes have been approved on line.

Need to clarify what the \$600 for Website budget is for. Julie will talk to Ron and report back.

Need to clarify with Marcus (CPA) re surplus funds from 2017 and put that amount into reserves (in addition to the new fiscal year funds). At the September meeting we can vote as a board to move those dollars from the General Fund.

**Accounting:** Discussion re month end. Financials reports from our CPA were received later than usual. Consideration may be given to asking for an independent Audit as had been done in prior years (i.e. several years ago). Recent changes with the CPA firm (was Finanza, now a new firm CLA Clifton Larson Powell) may suggest an audit would be prudent. Wayne and JoAnne will have a discussion with Marcus (our CPA) to simplify the reporting statements, perhaps consolidating Income vs Expenses in a format that would be more easily interpreted.

Linda Orndorff (Bookkeeper) reported on 3 lots which will be recipients of liens on lots 3-60, 2-1-4, and 3-95. Discussion ensued re: recent status on the 3 lots, one of which is now for sale and expected to be vacated within the next week. One has agreed to a payment program with a goal of becoming current within 12 months. Continued delinquency results in water shutoff and enlisting collection agencies to pursue payment, in order to insure fairness to all owners.

A general issue was discussed re some discrepancies in property lines between historical records and current surveys.

**Reserve funds** (Properties, Roads, and Water.) A motion was presented, seconded and approved to process (following approval of final year end reports) a transaction thru Quick Books to fund the annual contribution to Reserve accounts, per the Reserve Schedule approved in 2016. This should be effective in August.

A motion was presented, seconded and approved to authorize the movement of unspent operating funds (minus the annual Reserve funds account contributions) to the Reserve fund accounts.

**Roads (Jeff Warren):**

Jeff Broeckel reported that Jeff Warren (previous Roads Chairman) has set up bid process for road repairs to repair chip seal for entire community, not just St. Andrews. Will get bids from a few other

contractors, We are 4 years into 8 years of Reserve for Chip Seal. We want to do it before cold weather,  
Need to seal cracks before the chip seal.

### **Architecture – Dick Pittis**

Lot 2/1/4 – Improvements have been made following a recent sale.

91 Oakmont wants to add an extension to their roof. Setbacks and snow load need to be considered to avoid shutdown by Kittitas county.

Trees (in general)- property owners own to the middle of the road but gives up that area plus easement for utilities. Permission to remove trees (unless tree is dead or presents a risk to property) is required up to 30' from middle of the road). Tree cutting policy should be on the website. Owners (sometimes for purposes of “View”) may cut branches to a certain height of the tree. Policy pertaining to those regulations is available on the website.

### **Properties (Dianne D’Alessandro):**

Mailbox CBU unit has been expanded on Hermitage allowing the open bank to be reduced by 1/3. Thanks to volunteer work provided by Ron and Holly Sullivan, Steve Collins, Jeff Warren and Brian Smith.

Properties Chairman surveyed association properties on Memorial Day and will repeat on Labor Day. Seven lots were not in compliance with covenant guidelines re mowing and the association funded mowing by Swiftwater Landscaping.

Pebble Beach Park – a new hydrant and shutoff valve have been installed. There is another problem with another valve closer to the fence. Able Maintenance has had 3 tries to fix the gushing valve.

Currently water is shut off till Able can get equipment to dig a hole to fix.

Kevin Edgar has contracted to repair cosmetic damage to a roof and gutter on Pebble Beach Dr. from beaver-gnawed fallen tree. \$300 is an estimate.

A list was compiled at the Annual Meeting of community volunteers willing to assist with occasional jobs (picking up trash, pruning trees/bushes etc.

5 dead trees were cut down on Pebble Beach Dr (\$900) by AAA Tree Service. 1 log is available for firewood.

Local Postmaster rep in Cle Elum stated that per Federal mandate communities similar to SC need to have a mailbox for each property (lot). Dianne explained the difficulties that would cost. Example one owner has 5 lots. If all lots were to have individual mailbox, the cost would exceed \$20,000. Dianne provided the Postmaster Rep a map and the numbers of properties. He was to send copy of the mandate (pages). Review of the mandate shows that the text refers to multi-family structures (example Apartment buildings) not lots. He said they won't put a lock on it until we put CBUs for every lot. Later he agreed to put a lock on that box. The conversation continues and Ben (incoming Properties chairman) will work with Dianne to get to a resolution with the Post Office.

### **Water Committee - Anne Crow presenting for Bill Vertrees**

Well #1 replacement is not yet operating. Water reports for June show readings for over 20,000 gallons. We need to get the program changed to report meter readings over 15,000 gallons for billing purposes. May reports only showed overage for leaks. In June, usage is up due to weather and watering.

Wayne reported the new well is artesian and is going to be fantastic well. Old well (1) was plugged. Need to move well hardware to the new well, Wayne will volunteer to do that. Need someone with a license and also will require a permit. Piping is scheduled to go online this summer.

Association has a license to pump 180 gallons per minute out of the ground. The community is growing with eight new hookups expected this summer. Board may need to consider future usage and potential need for a new well.

Chlorinator is up and running. Clorox is needed and Costco is the place to procure.

Usage will need to be on the website. Bill will send the water usage report to Julie.

**Julie Tuisl - Website** – Met with Ron to coordinate transition. Will update the website to include the new Board members and phone #'s on the listing and to include the date of the next Annual Meeting, June 9, 2018.

Julie will monitor the Gmail account. Current website is not user friendly so they will explore getting a new website that is easier.

Wayne discussed filing system online and improvements that can continue to be made – including historical records in the files in the Pumphouse.

### **New Business:**

Wayne Tyrrell (Excavation) - Wayne has coordinated with past and present Architecture Committee chairmen relative to the excavation which has begun on the new construction at his property. An agreement has been reached relative to displacement of dirt. The excavated dirt will be moved temporarily to the park areas and then

return to the Tyrrell property as backfill. Volunteer Park had a big hole and the dirt will help fill that hole. Ralph has monitored the effort as Wayne has coordinated with Ralph Moore (outgoing Architecture chairman) at the beginning of the process and will continue communication with the new Architecture chairman (Dick Pittis). Recently an owner requested a permit from the County; however, county wanted a wider road in that area. Gravel was added to augment the area. The intersection does not support a 90 degree turn. One road wasn't wide enough last winter to allow 2 directional traffic. Wayne has material to fill the ditch along the side of the road to widen the road and insure 2 way traffic would now be accommodated. It's wide at one point. Wayne's proposal is to widen the shoulders with material more permanent than gravel. Jeff (Roads) says it would benefit the roads as well as the owners, and make snow plowing easier. Dick Pittis made a motion to allow the widening with dirt fill, motion was seconded and motion carried.

Signs – 4 signs are in place at entrances to Sun Country – Hermitage, Oakmont, St. Andrews & one by the bridge. The Golf Course approached the board approximately ten years ago for permission to put up a sign on St Andrews. As of last week the signs had been altered to include a golf course logo. No Board approval had been requested for a change to the sign. Since the signs are on association property, the proper procedure would have been for the Golf Course ownership to include the Association in the plan for the change to the sign. The effect is that the Golf Course is advertising their business on the association's sign. Some discussion may be held with golf course manager with a subsequent report back to the Board.

#### Issues:

President Anne Crowe reported that Vice-President Denice Town had informed her prior to the meeting that residents are concerned with a

dog issue in the Troon Ct. neighborhood. Reportedly the dog in question escapes his yard and has attacked other residents. Neighbors are fearful and feeling threatened. Other restricted activity has been reported at that residence. Anne recommended calling sheriff. Covenants require dogs off-property in the neighborhood need to be on a leash. We need to inform the residents in writing that the Board has recognized complaints (with copy of covenants). This was brought up at the Annual Meeting but further incidents have occurred and the Board apparently needs to intervene.

With no further business to be addressed, Ben Randazzo presented a motion to adjourn, motion was seconded and approved.

Next meeting of the SCMA Board is scheduled for September 23, 2017 at 8am. Motion passed.

Meeting adjourned at 11:55 am.

Minutes Submitted by JoAnne Guiberson, Secretary-Treasurer