

SUN COUNTRY MAINTENANCE ASSOCIATION

JULY 1, 2016

Call to Order at 10:00 a.m.

Board members in attendance: Wayne Tyrrell, Ron Sullivan, JoAnne Guiberson, Dianne D'Alessandro, Jeff Warren, Anne Crow, new member Bill Vertrees. Ralph Moore was also present; Linda Orndorff was unable to attend.

Minutes of the June 11th meeting were read and accepted.

Wayne presented synopsis from Linda (Bookkeeper) on Dues. An overview of activity: Have collected 86% of 2016-2017 dues, approximately \$268,000. Have billed \$311,300, Statements will be sent next week showing interest on unpaid balances to members who have not yet paid. Golf Course (Hembree) has paid 9% of roads and 9.6% of water per the contract with the Association.

Regarding past years' statement packets, the Hembree mailing address has been corrected and resent via registered letter with a return receipt as delivered.

Association and Hembree are working out the details on dues owed and for which years. There is a total of 32 lots – 8 do not use SCMA water. 5 lots will be part of association and those dues will be paid. 22 lots have been sold with 3 in process, 7 still for sale. Dues have been paid for this year. Miscommunication and details will be worked out re timing of when lots were sold and billing appropriate.

9% of roads expense and 9.6% of water expense were agreed to with Hembree when his 29 lots were agreed to be brought into the association.

Div 3, Lots 100-101 – No recent updates. Association has not cashed the initial check which was accompanied by acceptance with conditions. Wayne responded with thanks for putting the request in writing. Board will react to this request. Anne made a motion to return the check with a letter explaining Board's position relative to specific years' dues and path to resolve delinquency. Ron seconded. Approved.

Reference email re payment plan. Board agrees (assuming the following conditions). Payment received by mail would go to oldest month's dues, both lots.

Lien doesn't come off till current,

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Relative to owner's request to relieve finance charges and Lien fees, a motion was offered by Dianne D, to not relieve. Seconded by Jeff W. Motion passed. Payments are to be received within 15 days of each bimonthly period. (include exact dates)

Add a promissory note to the letter that says filing bankruptcy does not relieve the obligation to pay those debts. If we have not heard by (date) re promissory note, water will be turned off. A spreadsheet will be sent to Bookkeeper (Linda) for tracking.

An email letter from Jim Hembree was received today 7/1. Envelope with past dues records has been received. Will review the info in the next few days. Most is not a surprise, and Jim will need to ask for discussions. A check for \$14,452 was sent thru Bob Hammond. Instead of paying for lot dues it was put on account for golf course. Bookkeeper has not been billing recently, but Jim had a credit until it was gone. That money was supposed to be applied, he didn't know how much was owed. He did pay the \$14,452 in 2013, which has apparently been mis-applied or improperly accounted for. Jim Hembree has not yet been charged interest. A reconciliation of the accounts will need to be performed.

To summarize, association didn't bill for 3 years for Hembree lots due to miscommunication. It was put on account for SCGC. Can pay \$20K now then monthly payments and eventual balloon payment. There are 5 questionable lots that may/may not be included. We as a community need to resolve these issues with the golf course.

Motion was presented by Bill to acknowledge Jim's letter, check his numbers, then if correct let the Board know they are correct and then ask for another motion to accept (electronically). Ron seconded the motion.

Wayne will email Jim expressing appreciation for the information, agreeing to check the documents and request a face to face meeting to reach a mutually agreeable accounting

Ron reported an email request from a homeowner requesting a hardship reprieve on this year's dues which will be considered.

Financial Report

A telecon on June 30th with association's CPA was held to discuss how to handle reserve funds (Roads, Properties, and Water) - with the ultimate goal to fully fund the reserve accounts per the Reserve plan.

Question was raised at the annual meeting relative to how the association will be tracking liability for these reserves. The plan is to insure fully funding in one lump sum to each reserve account early in the year.

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Dianne replies that the State of Washington has some rules re: how we handle reserves. The association plans to observe those rules, once clarified.

We also have Savings \$206K in Wells Fargo Savings, which will be transferred to a local bank and be available as potential reserve.

Motion to move \$15K approx. (308 lots x \$50) from General Fund into Roads Reserve.

Dianne made a motion to move \$15K from General Fund to support the ultimate \$400 K which will be required for next chip seal, Anne seconded. Motion Carried. JoAnne to process the transfer.

Discussion held re: transfers from General Fund into appropriate reserve funds. JoAnne will open new account reserve for Properties. Bill V makes a motion that the above discussed financial plans be processed, Ron seconded, Motion accepted.-

Ron read an owner's request that due to medical expenses he will need additional time to pay dues, wishes to pay incrementally. As there is a precedent set, association will send promissory note (interest also), Motion by Jeff, seconded by Anne, Approved.

Jeff Roads

- Reported he is to meet with an engineer relative to roads evaluation. Also discussed flooding at a residence. Reported striping under the bridge has been completed, crosswalks to be done along with a few stop lines.
- 15th tee parking is a problem, especially during sledding time., Golf course will install signs.
- Jamie (golf course manager) asked re ditch cleanout going down the hill to RV area. The ditch is in need of cleanout. Bid process is in work. A quote from Jason Cook has been received - \$1580 Plus tax for cleaning out the ditch. Wayne reminded that the association has a responsibility to maintain the roads, Runoff from the ditch will eventually ruin the roads. Wayne suggests we maintain the ditch. Since it needs to be cleaned out. Wayne moves to accept the quote. Ron seconded,

Discussion: An owner on Pebble Beach had a concern re: December flooding in that area. Another neighbor in that area sent a letter saying flooding may be caused by a blocked pipe between 1-1-27 and 1-1-28 running from road culvert buried to the river. Various potential solutions have been discussed. History is unclear. Jason doesn't feel there is even a 1% grade to work with for piping. Jason provided an estimate on a dry well of approx. \$2500 to do something that may or may not resolve the situation. Jeff reports says Chad Allen (Encompass Engrg) has referred 2 men to look at the site today, Will report back on email. Will allow \$1K to Jeff for preliminary info quote from Encompass,
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Architectural – Ralph

Lot 1-4-10 and 1-4-11 owner will build a garage with living area up above. Plans have been approved (Ralph)

Lot 2-1-4 Will evict “tenant” soon . Ralph sent a 2nd letter to owner informing him re: a potential shut-off of water. Ralph and Anne will work on a letter to owner re conversation that if problems have not been corrected by Labor Day, association will proceed to act.

Lot 3-59 has paid dues. Water Committee will assign a meter and forward info to Evergreen for installation.

Dianne Properties

Volunteer park has stopped irrigating for the season.

Pebble Beach park sprinkler has been repaired though the lawn still looks rough. Watering is happening. Mandatory mowing done in June.

Mailboxes – we are at capacity on (Pebble Beach). Have ability to order additional boxes tomorrow, Need someone to dig the holes. Got a bid from one person & set up 2 mailboxes. Bid is \$1800. Ralph will assist Dianne and will put in foundations, no charge.

Ron VP – re: 21 lots near pumphouse. Repaired the 1000 gallon a day leak, a bill will be sent. Owner hired a contractor who used the wrong component. Div 2 Block 1, lot 1 Ashurst .

Ron has prepared a letter to thank Firewise for their assistance earlier this summer.

Lot 3-29 Owner (Pebble Beach) reported about a year ago relative to water in his backyard, more than ever before Ron verified, Asked him to put that in writing. Dianne says Arborist addressed that situation, not affected by water. It’s a natural wetlands, based on foliage and swamp area. That is in the Arborist report on Google Drive. Dianne will resend the arborist report.

New Business-

A Gmail account for archiving old info is being considered. Will possibly form a committee to develop a structure (Anne and Ron will get together and plan the structure).

Board took a vote previously relative to paying Bill.com thru the CPA office but at the time did not have a quorum. Dianne made a motion to pay Ideal for Bill.com to authorize Ideal to charge us the appropriate fees for Bill.com in order that we do not open a credit card. Approved.

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Note we need to let Ideal CPA (Marcus) know the Board has approved. Note that there is an outstanding liability to the previous Treasurer who had arranged to pay thru his own Visa, amount TBD.

Meeting Adjourned 12:45

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