

## **SUN COUNTRY MAINTENANCE ASSOCIATION**

### **NOVEMBER 18, 2017 BOARD MEETING**

President Anne Crow called the meeting to order at 8:00 am.

Board members in attendance: 2016-2017 Board - Jeff Broeckel, Anne Crow, JoAnne Guiberson, Dick Pittis, Denice Town and Bill Vertrees. Glen Wallace (Water Committee), and Julie Tuisl (Website) were also in attendance.

Agenda was provided to the Board along with the approved Minutes of the September Meeting. Minutes had been previously approved by email.

Jeff inquired regarding the process of approving the Snow Plow invoices. Invoices will be sent (if approved) to association Bookkeeper (Linda Orndorff) who will input to Bill.com. Jeff Broeckel will then receive the email from Bill.com and approve online.

Linda Orndorff reported 2 payments have been processed and sent to Tumwater Drilling for the New Well.

The Water Hookup is awaiting the site plan and installation of the meter. The payment (credit) is on the books.

#### **COMMITTEE REPORTS:**

JoAnne G will provide an updated Budget vs Actuals as of month end November to facilitate preparation of 2018/2019 annual budget.

#### **Roads Committee (Jeff Broeckel):**

Jeff B (Roads) is prepared to coordinate snow plow orders for the winter (Bogy and/or Jason). Both have merits (equipment, early availability and proximity).

### **Architecture Committee (Dick Pittis):**

Dick Pittis handed out a new form for the Board to review. The form is a request for approval by the Architecture Committee. This would help document the plans and approvals for building and modifications. The Board suggested some modifications to the form, and approved it. The new form will be introduced to the membership in the Annual Spring Letter and on the website.

### **Water Committee (Bill Vertrees)**

Bill inquired re having separate email addresses within the Sun Country home page, perhaps Gmail accounts for individual committees. A possibility would be committee sub-accounts administered thru the Sun Country account. Questions arose regarding the need to maintain records.

**Properties** Ben Randazzo was not present. A discussion was held concerning short-term rentals.

### **Discussions:**

Water/Road issue near Lot 3/60 on Oakmont may be a concern and will be monitored.

### **New Well:**

We have helpful residents on the Water Committee. Electrical permit has been received, pipes are ready. 4 hour draw down test has been accomplished with a 24 hour test tentatively scheduled for the end of November. The pump system will be tested.

Cost of pump, installation and test is \$9300, Tumwater Drilling bill is coming. In early December, California Controls will be here to set up

our alarms. Will be adding some additional alarming and adjusting the shutoffs.

These steps are mainly to update the system to 2016 standards.

Remote access (calling the system from home hadn't been working) is being added.

The costs to close out the installation is near \$20K (\$30K in Budget) so expecting an under-run. Bill will finalize close out in the near future.

Acceptance Test will be performed in the near future. Evergreen reads water monthly. For the month of September the radio on the laptop failed so no readings were available for that month. October readings as well as November's readings have been completed.

A report was provided relative to water billings for this past summer. No bills were processed for the month of May, only June, July and August. Usage in the month of August was dramatically down. Many residents had not previously recognized that their irrigation systems were problematic. Billing has successfully helped to diagnose problems with owners' individual irrigation systems.

**SCMA Website (Julie Tuisl):** Julie displayed the proposed new SCMA website, which has been completely redone. It's now Cloud based. She selected a platform from *Go Daddy* with site designs and good price points. It's clean and easy to navigate and can be accessed on various devices (mobile phones, iPads & others.) 100% of the current info has been transferred to the new website, with duplications removed.

Features include:

- "About US", photos, "Contact us" and upcoming meetings as well as announcements are included.

- Accessible tables for Board Committees and contact info for Board Members.
- Bylaws – Will be easy to search.
- 3 years of association Minutes and associated data will be accessible.
- Newsletters
- Yakima River wetlands info, (currently on webpage)
- Facilities – park, volunteer park, mailboxes, contact info
- Pumphouse, new well,
- Golf Course
- Snowplow information and contacts.
- Water Usage Downloads
- Fire Tab
- Public Safety Committee (volunteers),

Note it's easy to add any additional information at any time.

Expense – New Domain will be purchased (Sun Country Maintenance.com) and will allow for redirection to the new website.

Costs are as follows:

- Site – Go Daddy \$12.95 per month including tax
- Total Domain \$176.53 per year. \$14.71 a month

A Motion to financially support the new website was proposed, seconded, and approved.

A recommendation was made that the association should consider an association Visa credit card account. JoAnne and Linda will research the possibility as well as the practicality of initiating that. They will report back to Anne re how that might be accomplished.

Ron Sullivan has been of tremendous support with Julie to create this new webpage.

**Emergency Egress:** Jeff B raised a question relative to a walking access to the canal which would require a 15 foot access to get to the canal (as an emergency exit). Bill V may have a contact (Encompass Engineering) that will assist by providing recommendations. There would be a need to remove some trees for an emergency evacuation route.

**Public Safety Committee** – Leigh is chairman and a minimum of 3 other owners/members will support. It was proposed that the committee should meet quarterly. Their Duties and Responsibilities will include:

- Provide recommendations to the Board for establishing safety including evacuations etc.
- Provide regular reports to the Board
- Committee will retain no authority to adopt those recommendations without Board approval (including approving expenditures).

A draft Public Safety Committee Charter was reviewed. Following some minor revisions, it will be shared with the committee for input and then presented for to the Board for approval. Once approved, this charter will be out on the website.

The Board discussed potential liability in connection with recommendations of the committee. Additional research will be conducted.

### **Remote Access:**

The subject was raised relative to the possible allowance in future cases where Board members are not able to be physically present that it would be possible to provide remote access (Skype/Facebook Live or

other media). Denice and Julie will look into possibilities.

**NEW BUSINESS:** Both Anne and JoAnne are serving their last year on the Board so we should be thinking about continuity. Anne would be willing to extend her term; JoAnne would be unable to extend.

A form of an owners' handbook will be incorporated into the website under a new tab. Maybe a checklist of FAQ (Frequently Asked Questions) could become a feature on the website.

A motion to adjourn was seconded and approved.

***Submitted by: JoAnne Guiberson, Secretary/Treasurer***