
SVECC Board Meeting

Tuesday, 6.11.2024

Attendees

Steve Kunkel, *President*
Jon Schleiger, *Vice President*
Jodie Ausmus, *Secretary*
Bob Hugo, *Treasurer*
Peter Hollosi, *Member at Large*

Meeting Minutes

Agenda:

See Attached.

Called to Order:

- By Steve at 6:02pm.

Review Prior Meeting Minutes and Approval

- Steve read the Meeting Minutes from 5.19.24.
- Jon motion to Approve, Bob Second. Passed by all Board Members.

Election of Officers

- Volunteers were sought for Board of Trustee positions and volunteers are recorded as follows:
 - President, Steve Kunkel
 - Vice President, Jon Schleiger
 - Treasurer, Bob Hugo
 - Secretary, Jodie Ausmus
 - At Large, Peter Hollosi
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Pete made a motion to accept the new Board of Trustee positions as reflected above, Bob Seconded, passed by all Board Members.

Steve read the Board Code of Conduct.

Committee Reports

- None available at this time. Expected at the next Board Meeting.

Old Business

- **Gate Monitor Protocols.** Steve has a response from Marcia regarding what the law requires for reporting a crime. Steve will collate the information with the Gate Monitor Protocols to adjust this document as needed.
- **Article IX Bylaw Amendments.** Bylaws give the power to the Board to set the increase in Dues. The power is in the Bylaws only (CCRs are expired).

Going forward with the current vote to amend the Bylaws, should the bylaws continue to provide the power to the Board or should a Membership vote be required.

Membership vote is the predominant method chosen. Amendment to include a Membership vote with the majority of a quorum.

Research voting via internet forums to allow more members to attend and vote for increase.

- **Board Meetings:** Jo will provide a Schedule of Board Meetings to post on the Website and will manage invitations. See meeting schedule below.

New Business

- **Training Residents to Manually Open the Gate:** Brian wants to schedule a training this weekend to train residents. Jon indicated that the process of manually opening the gate impacts the gate operation moving forward. So this will be a walk-thru with the understanding that re-calibration will be needed after a manual operation. Bob made a motion, Pete seconded, passed by all Board Members.
- **Mission Statement for SVECC:** Steve proposed that we post the Mission Statement on the Website. Motion made by Jo, Bob Seconded, passed by all Board Members.
- **Emails for Board Members:** svecc.NAME@gmail.com:
- **Dates for the Board Meetings:** Sept 18 (2024), Jan 23 (2025), Mar 20 (2025), April 24 (2025), May 22 (2025), (annual meeting) June 7 (2025), June 19 (2025). Motion by Bob, seconded by Pete. Passed by all Board Members.

- **Meeting Minutes for Account Transfers:** A copy of the Meeting Minutes is going to be provided to Jon for the Officer Changes to be provided to the Bank. The Board of Trustees for 2024/2025 is reflected in this document.
- **Board Mission Statement:** See Attached
- **Projects and Committees:** Reach out to STR Owners and Property Managers to encourage the use of the MyQ Community app. Steve is going to create a follow-up letter from the Annual Meeting and another Mailing prior to the next Annual Meeting.
- **Routine Maintenance:** Jon needs to have 8 yds gravel delivered (\$480) and wood preservative for the Fence (\$150). Bob motioned, Pete seconded, passed by all Board Members.

Notes

- **Adjourned at 6:51pm.** Bob made a motion to adjourn, Jon seconded, at 6:53pm and it was passed by all attendees.

Submitted and Approved

Meeting Minutes submitted by Jodie Ausmus.

Approved By:  6/11/2024
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Steve Kunkel, *President*



Sea View Estates Community Club

Board Meeting Agenda

June 11, 2024

6PM on Google Meet

Call to order: Steve

Introduction of Attendees

Approval of Minutes of Last Board Meeting

Election of Officers:

- President: Steve Kunkel
- Vice President: Jon Schleiger
- Treasurer: Jodie Ausmus
- Secretary: TBD
- Standard of Participation for Board Members

Committee Reports

Old Business

- Protocols for Gate Monitors
- Article IX Amendment to the By-Laws
- Process for inviting Members to Board Meetings

New Business


- Mission Statement for the Community Club
- Mission Statement for the Board of 2024/25
- Mailings to Members: follow up letter after Annual Meeting?
- E-mails for Board Members: svecc.NAME@gmail.com
- Select dates for Board Meetings for 2024/25
- Other items

Adjournment

Sea View Estates Community Club

Mission Statement for 2024/25 Board of Trustees

1. Make it easier for all future boards to run the Club I would like to standardize and store documents for every aspect of Club operations including but not limited to the following:
 - a. Maintenance operations
 - b. Accounting/and financial reports
 - c. Meeting agenda boilerplates
 - d. Communications between board members
 - e. Contracts with all service providers
 - f. Gate management and protocols
 - g. HOA and the State activities and checklist
 - h. Insurance policies
 - i. List of all service providers: Lawyer, insurance, etc.
 - j. Standards and methods for saving documents on Google Drive and who has access to these files
 - k. Job Descriptions for all Board officers
 - l. Produce a manual of all Standard Operating Procedures that pertain to the operation of the Club.
 - m. Produce a boilerplate method for presenting the finances for the club at all future annual meetings.
 - n. Finalize Gate Operations and Maintenance Manual (Jon and Brian)
2. Finalize draft of the amendment to Article IX and send to Club attorney for review
3. Consider amendments or a restatement to the By-Laws to correct, improve or add to the following:
 - a. Improve the process for how Board Members (Trustees) are nominated and elected. Include how to remove a Board Member. See Steve's submittal to the Board that was adopted on Dec. 21, 2021.
 - b. Add an article that establishes a way to create and implement "Standard Operating Procedures" for all operations of the Club that can be passed on to future Boards.
 - c. Article V Meetings

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- i. Change the time of the Annual Meeting to say “10AM unless otherwise noted in the annual meeting notice...”
 - ii. Require meetings to be run according to Roberts Rules of order unless a majority of a quorum at the meeting votes to suspend the rules.
 - iii. Any issue or proposed action that is recommended by the Board that will affect the entire Membership should be voted on by a majority of a quorum at an annual meeting of the Members.
 - d. Article VI Powers and Duties of Trustees
 - i. Add a section that contains: “Standard of Participation for board Members”
 - ii. Section 4. Add a reference to Article IX concerning assessments. Changes in the amount of the yearly assessment should be approved by a majority of a quorum at an Annual Meeting of the Members.
 - iii. All issues that affect the entire membership should be presented to the Membership for approval at an annual Membership meeting (see Article V Meetings).
 4. Provide Gate monitors with a list of all members with: Name, Sea View address, phone number and manager phone number if applicable.
 5. Publish the dates for Board Meetings for the 2024/25 year on the website with an invitation for members to attend
 6. Establish an e-mail list of all members who want to get information by e-mail.

Sea View Estates Community Club

June 1, 2024

Mission Statement

- 1. To maintain and manage the current infrastructural elements of Sea View Estates (roads, culverts, signs, trails, bridge and gate) and to plan for and adopt new features when needed or desired by and for the Membership.**
- 2. To maintain communications with Members regarding all matters related to Membership and management of the Club.**

To accomplish this mission, Sea View Estates Community Club maintains a Board of Trustees. The Board hires Members and others to assist with the performance of various and necessary tasks required to maintain the infrastructural elements of the Club.

The Board is also responsible for performing the following:

- Money management: collecting assessments and paying bills
- Legal activities
- Manage insurance coverage
- Maintain State of Washington requirements
- Maintain the Club's website
- Host the Annual Membership meeting
- Communications with, to and from the Membership
- Maintain a record of all Club business and meetings

The Board is staffed by Members who are VOLUNTEERS.