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# SVECC Board Meeting

Thursday, 11.13.2025

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## Attendees

Steve Kunkel, *President*

William Romig, Jr, *Vice President*

Bob Hugo, *Treasurer*

Jodie Ausmus, *Secretary*

Peter Hollosi, *Member at Large*

Jon Schleiger, *Member at Large*

Jack and Karen Werkau, Becky and Brian Reichert (committee/guests)

## Meeting Minutes

### Agenda:

See Attached.

### Called to Order:

- President Steve called the meeting to order at 6:00 PM.
- Introduction of Attendees: Board Members in attendance listed above.

### New Business:

1. Purpose of Meeting: To review upcoming changes required under the Washington Uniform Common Interest Ownership Act (WUCIOA) and related state law taking effect January 1, 2026, as well as long-term changes to association governance required by 2028.

Primary topics:

- Annual budget & assessment requirements
  - Meeting requirements
  - Delinquent assessment collection changes
  - Future need to amend bylaws
  - Long-term operational capacity & volunteerism
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- Annual Budget & Assessments
  - Key Requirements Under WUCIOA
  - Board must adopt an annual budget.
    - Proposed budget must be sent to all members within 30 days of adoption.
    - A budget ratification meeting must be scheduled 14–50 days after delivery.
    - Budget passes automatically unless a majority of members present vote to reject it.
  - No quorum required for ratification.
  - Voting may occur in person, absentee, proxy, telephone, or video conference.
  - If the budget is rejected, last-ratified budget continues.

Budget Must Include:

- Projected income & expenses by category
- Assessment amount per lot
- Due dates
- Reserve contribution amounts
- Indication of whether the Association has a Reserve Study (not mandatory)
- Reserve surplus/deficiency per lot

Discussion: The community likely will not conduct a full reserve study (intended for condos), but must maintain some level of reserves. Brian has begun a spreadsheet identifying future replacement items (bridge, gate openers, landscaping timbers). He will develop this further.

- Meeting Requirements
- General Rules
- Members may attend board and annual meetings (attendance optional).
- Notice to all members is required for all meetings.
  - Notice must include date, time, place, and agenda.
  - Agendas may later change unless controversial issues are added.

Notice Timelines:

- 14 days: Regular meetings not on annual schedule
- 7 days: Meetings due to unforeseeable events

- Reasonable notice: Emergencies
- Associations may send one annual notice listing all meetings for the year.

#### Other Requirements:

- Minimum four board meetings per year.
- Meeting materials must be available (mail, electronic, or at the meeting).
- Minutes must be available to any member on request; no requirement to send individually.
- A 15-minute owner comment period is required at the start of every board meeting.

Executive Sessions: Permitted only for limited purposes; must still be recorded and transparent. Board members should not discuss association business outside official meetings.

#### Virtual Meeting Rules:

- Must include instructions for participation.
- Must provide a phone-in option.
- Votes must be done by roll call or clear verbal confirmation.

Member Conduct: Chair may expel a member from a meeting after one warning for disruptive behavior. Challenges to board actions must be filed within 90 days of minute publication.

## 2. Delinquent Assessment Collection (SB 5686 – Effective Jan 1, 2026)

#### New Requirements:

- Association must send written delinquency notice no later than 30 days after an assessment becomes past due.
- Notice must be delivered by:
  - Mail to unit address and any other address provided
  - Email (if on file)
- English plus any preferred language (good-faith translation effort suffices)

#### During the First 15 Days After Notice:

- Association may NOT take collection actions except:
- Actual cost of printing/mailing
- Admin fee up to \$10

- One late fee: \$50 or 5% of the overdue amount (whichever is less)

“Meet and Confer” Requirement: Owner may request assistance from a housing counselor or attorney.

Association must:

- Accept and schedule meeting within 30 days, OR
- Reject (owner then referred to mediation), OR
- Not respond (owner automatically referred to mediation).
- Mediation occurs if the meet-and-confer does not.

Discussion:

- Becky will work with Steve to formalize timelines and templates.
- Email collection is critical to reduce mailing cost.
- Currently ~61 email addresses are on file; 19 remaining to obtain.
- The Board agreed that Becky should always accept payments, but not waive late fees—owners must appeal to the board.

### 3. Bylaw Amendments (Effective January 28, 2028)

Key Points

- Existing bylaws will be superseded by WUCIOA on Jan 28, 2028.
- Association is not required to restate/amend bylaws—but strongly advised to avoid contradictions and lawsuits.
- Article 9 (Assessments) especially needs alignment.

New Amendment Rules

- Quorum for amendment meeting: 10% of members (8 of 80 lots).
- Approval: 51% of members present at the meeting (in person or remote).
- If quorum is not met, the meeting may be adjourned and reconvened with 24-hour notice; whoever attends then constitutes quorum.

Discussion:

A simplified amendment may simply reference WUCIOA and supersede outdated sections.

Timing suggests amendments will be considered closer to 2028.

### Next Meeting:

- January 22nd @ 6pm

- A Google Meet will be sent and posted.

## Adjournment

- **Adjourned at 6:59 pm.** Motion to adjourn by Jodie, Seconded by Will, and passed by all attendees.

## Submitted and Approved

Meeting Minutes submitted by Jodie Ausmus.

Approved By: \_\_\_\_\_

Steve Kunkel, *President*

## Sea View Estates Community Club

Special Board Meeting Agenda  
November 13, 2025

6PM on Google Meet

President: Steve Kunkel  
Vice President: Will Romig, Jr.  
Treasurer: Bob Hugo  
Secretary: Jodi Ausmus  
At Large: Pete Hollosi  
At Large: Jon Schleiger

Purpose of Meeting: How the WUCIOA affects our Club

WUCIOA = Washington Uniform Common Interest Ownership Act

Call to order: Steve

Introduction of Board Members:

New Business

- Steve/ President
  - Meetings
  - Delinquent assessment payments
  - Amending the By-Laws with a declaration to adopt WUCIOA
  - Membership in Washington State Chapter of Community Associations Institute: \$145 for one year
- Next Board meetings in 2026:
  - January 22, March 19, April 23, May 21, June 18, September 24
- Next Annual Meeting:
  - Saturday, June 6th

Adjournment