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1-17-2018

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AGENDA
Sunday Harbor Community Association
Board of Director Meeting
Wednesday January 17, 2017, 7:00 p.m.
4548 California Trail Road, Residence of Dee Hibbeler

I. CALL TO ORDER

II. ATTENDANCE

III. APPROVAL OF MINUTES

Minutes of the Board of Director Meeting October 17, 2017

IV. FINANCIAL REPORT

V. UNFINISHED BUSINESS

Neighborhood sign – report Nick Cummins

Summer Pot Luck Picnic date

Saturday August 11, 2018 1:00 p.m. to 3:00 p.m. or
Sunday August 12, 2018, 1:00 p.m. to 3:00 p.m.

Violations of Declarations

Joyce Matlewsky , Lot 45, 4623 California Trail

Boat Ramp Ecology Requirements – Tim Clark

VI. NEW BUSINESS

Appoint new inspector – Tannys Tussing

Picnic tables for the park – Nick Cummins

Change of Meeting Date to Wednesday, March 21, 2018

VII. OLD BUSINESS

VIII. ADJOURNMENT

AGENDA
Sunday Harbor Community Association
Board of Director Meeting
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Change of Meeting Date to Wednesday, March 21, 2018

VII. OLD BUSINESS

VIII. ADJOURNMENT

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3-21-208

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AGENDA
Sunday Harbor Community Association
Board of Director Meeting
Wednesday March 21, 7:00 p.m.
4548 California Trail Road, Residence of Dee Hibbeler

I. CALL TO ORDER

II. ATTENDANCE

III. APPROVAL OF MINUTES

Minutes of the Board of Director Meeting January 17, 2018

IV. FINANCIAL REPORT – Tannys Tussing

V. UNFINISHED BUSINESS

Violations of Declarations

Joyce Matlewsky , Lot 45, 4623 California Trail

Boat Ramp Ecology Requirements – Tim Clark

Picnic tables for the park – Nick Cummins

VI. NEW BUSINESS

Violations report – Sharon Hagen

Declarations and Bylaws Rewrite by Attorney Greg Thulin

VI. OLD BUSINESS

VII. ADJOURNMENT

FINANCIAL REPORT

2/28//2018

Checking account - Banner Bank balance 2/28/2018		13,777.01
Less \$2,000 for proposed budget 7/1/2018 to 6/30/2019		11,777.01
Tax reserve account 2/18/2018	1020.98	
Less bank service charges	(4.00)	
		1,016.98
Park improvement account 2/28/2018		1,759.33
Savings 2/28/2018		6,966.28
Less reserved for street light account		
(2 years -- FY 7-1-2018 through 6-30-2020)		<u>(5,832.00)</u>
		633.42
Balance of loan to Colette Jalbert for		
Lot 25 2/28/2018	\$11,249.19	
Reserve savings account 2/28/2018		5,563.61
Helping Hands Fund 2/28/2018		460.00
Legal Fund (self sustaining) (set up 5/31/2015)	1,500.00	
Less legal fees paid to Thulin uncollectible		
from members		
Ivanhoe	(181.94)	
Chin	<u>(50.00)</u>	
		1,268.06

Checking account balance on hand to meet the budget	11,777.01
Plus dues not collected this FY to 2/28/2018 = 5 @ 100.00	<u>500.00</u>
	11,277.01
Less Remaining payables on 2/28/2018	8,032.96
Remaining income in general fund 6/30/2018	3,244.05

2/28/2018

Checking account balance on hand to meet the budget	11,777.01
Plus dues not collected this FY to 2/28/2018 = 5 @ 100.00	<u>500.00</u>
	11,277.01
Less Remaining payables on 2/28/2018	8,032.96
Remaining income in general fund 6/30/2018	3,244.05

2/28/2018

Sunday Harbor Community Association Member Balance Summary As of March 15, 2018

	<u>Mar 15, 18</u>
Bradley J. Curtwright	298.50
Colette Jalbert	-5.00
Dustin Cummings	140.00
Gerritt Renskers	10.00
Greville-Watts; J & B	10.00
Joyce Matlewsky Lot 58	25.00
Kathy Johnson	10.00
Rick/Julie Corbett	140.00
Scott Nicholson	10.00
Sonia Caissey	140.00
Terrence Betts	10.00
Wallace Chin Property	547.50
Willard L/Sharie Wilder	10.00
TOTAL	<u>1,346.00</u>

CURRENT

CUMMINGS 140⁻
 CORBETT 140⁻
 CAISSEY 140⁻

3 YEAR

CURTWRIGHT 298⁵⁰
 CHIN 547⁵⁰

Late Fees

RENSKERS 10⁻
 GREVILLE WATTS 10⁻
 JOHNSON 10⁻
 NICHOLSON 10⁻
 BETTS 10⁻
 WILDER 10⁻

FINE

MATLEWSKY 25

ADVANCE
PAYMENT

JALBERT 5⁻

SUNDAY HARBOR COMMUNITY ASSOCIATION
PROPOSED BUDGET 7-1-2018 to 6-30-2019

INCOME

Proposed dues \$100.00 per lot x 112 lots	11,200.00
From late fees and past year dues approximate	200
Surplus carry over from previous year	2,000.00
Savings	<u>3,000.00</u>
Total	16,400.00

EXPENSES

	<u>Annual</u>	<u>Monthly</u>	<u>Date Due</u>
Street lights 20 @ 12.15 mo.	2,916	243	Monthly
Annual Report – Sec of State	10		July
Liability insurance	1795		Sept
Accountant - Tax Prep - Bookkeeping	1,800.00 400	150	Monthly Sept tax prep
Declaration inspections	500		
Park maintenance	2,400.00	400	Monthly 6 mo
Clerical expenses	4,200.00	350	Monthly
Telephone, internet, office space, storage, computer rental, electricity, some misc supplies	1,200.00	100	Monthly
Taxes – Tract A (The Park)	300		Apr1/2-Oct 1/2
Office supplies (stamps, envelopes, Bank service charges, etc.	500		
P O Box rent	130		May
Transportation costs (@ \$0.45 per mile	<u>225</u>		
Total	16,376		

This budget is based on 100% participation by all member/owners

**SUNDAY HARBOR COMMUNITY ASSOCIATION
PROPOSED BUDGET 7-1-2017 - 6/30/2018**

INCOME

Proposed dues \$100.00 per lot x 112 lots	11,200.00
From late fees and past year dues approximate	200
Surplus carry over from previous year	2,000.00
Savings	<u>3,000.00</u>
Total	16,400.00

EXPENSES

	<u>Annual</u>	<u>Monthly</u>	<u>Paid</u>
Street lights 20 @ 12.15 mo.	2,916	243	1,872.73
Annual Report – Sec of State	10		10
Liability insurance	1795	150.00	1,047.10
Accountant - Tax Prep - Bookkeeping	1,800.00 400	\$150.00	900
Declaration inspections	500		63
Park maintenance	2,400.00	400	500
Clerical expenses	4,200.00	350.00	2,100.00
Telephone, internet, office space, storage, computer rental, electricity, some misc supplies	1,200.00	100	600
Taxes	Federal	300	837
Office supplies (stamps, envelopes, Bank service charges, etc.	500		280.71
P O Box rent	130		132.5
Transportation costs (@ \$0.45 per mile	<u>225</u>		
Total	16,376		\$8,343.04

2/28/2017

This budget is based on 100% participation by all member/owners

Bd of DIRECTOR

6-20-2018

24

11

23

AGENDA
Sunday Harbor Community Association
Board of Director Meeting
Wednesday June 20, 7:00 p.m.
4548 California Trail Road, Residence of Dee Hibbeler

I. CALL TO ORDER

II. ATTENDANCE

III. APPROVAL OF MINUTES

Minutes of the Board of Director Meeting March 21, 2018

IV. FINANCIAL REPORT – Tannys Tussing

V. UNFINISHED BUSINESS

Election of Officers

State Registered Agent

Violations of Declarations

Joyce Matlewsky , Lot 45, 4623 California Trail (Awaiting opinion by
Atty Thulin re picture taking)

Boat Ramp Ecology Requirements – Tim Clark

Picnic tables for the park -- Nick Cummins

VI. NEW BUSINESS

Violations report – Sharon Hagen

Lot 64 – Babcock lot

Declarations and Bylaws Rewrite by Attorney Greg Thulin

Appointment of Committee to review Declarations and Bylaws

VI. OLD BUSINESS

VII. ADJOURNMENT

MINUTES
Sunday Harbor Community Association
Board of Director Meeting
Wednesday March 21, 7:00 p.m.
4548 California Trail Road, Residence of Dee Hibbeler

I. CALL TO ORDER

The meeting was called to order at 7:09 p.m. by President Nick Cummins.

II. ATTENDANCE

Nick Cummins, President	present
Sharon Hagen, Vice-President	present
Tannys Tussing, Treasurer	present
Dee Hibbeler, Secretary	present
Tim Clark, Director	present
Maria Wilson, Director	present

III. APPROVAL OF MINUTES

Dee Hibbeler moved to approve the minutes of the Board of Director Meeting of January 17, 2018. Seconded. Carried

IV. FINANCIAL REPORT – Tannys Tussing

Dee Hibbeler moved to approve the financial report. Seconded. Carried.

Dee Hibbeler moved to approve the proposed budget for the period July 1, 2018 through June 30, 2019. Seconded. Carried.

V. UNFINISHED BUSINESS

Violations of Declarations

Joyce Matlewsky , Lot 45, 4623 California Trail

Sharon Hagen moved to postpone action until an opinion can be obtained regarding the taking of pictures of members yards. Seconded. Carried.

Boat Ramp Ecology Requirements – Tim Clark

No action to date. Tim Clark will report at June 2018 meeting.

Picnic tables for the park – Nick Cummins

No action to date. Nick Cummins will report at June 2018 meeting.

VI. NEW BUSINESS

Violations report – Sharon Hagen

Sharon Hagen will report at the June 2018 meeting.

Declarations and Bylaws Rewrite by Attorney Greg Thulin

Dee Hibbeler moved to earmark funds in the general fund remaining at the end of FY 7-1-2017 through 6-30-2018 for a rewrite of the Declarations and Bylaws by Attorney Greg Thulin . Seconded. Carried.

It was moved by Dee Hibbeler to submit the proposal to rewrite the Declarations and Bylaws and earmarking funds for the rewrite to the members at the Annual Member Meeting 4-28-2018. Seconded. Carried.

VI. OLD BUSINESS

VII. ADJOURNMENT

The meeting was adjourned at 8:35 p.m.

Dee Hibbeler
Secretary

**SUNDAY HARBOR COMMUNITY ASSOCIATION
PROPOSED BUDGET 7-1-2018 to 6-30-2019**

INCOME

Proposed dues \$100.00 per lot x 112 lots	11,200.00
From late fees and past year dues approximate	200
Surplus carry over from previous year	2,000.00
Savings	<u>3,000.00</u>
Total	16,400.00

EXPENSES

	<u>Annual</u>	<u>Paid July</u>
Street lights 20 @ 12.15 mo.	2,916	245.6
Annual Report – Sec of State	10	10
Liability insurance	1795	148.54
Accountant - Tax Prep - Bookkeeping	1,800.00 400	150
Declaration inspections	500	
Park maintenance	2,400.00	200
Clerical expenses	4,200.00	350
Telephone, internet, office space, storage, computer rental, electricity, some misc supplies	1,200.00	100
Taxes – Tract A (The Park)	300	
Office supplies (stamps, envelopes, Bank service charges, etc.	500	<u>63.50</u>
P O Box rent	130	130
Transportation costs (@ \$0.45 per mile	<u>225</u>	
Total	16,376	1334.14

This budget is based on 100% participation by all member/owners

FINANCIAL REPORT

7/31/2018

Checking account - Banner Bank balance 7/31/2018		5,719.99
\$4,500. transferred to Legal Acct for document rewrite		
Less advance dues payments FY 2019-2029 @ 15.00		- 15.00
		<u>5,714.99</u>
Tax reserve account 7/31/2018		945.98
Park improvement account 7/31/2018		1,753.33
Savings 7/31/2018		8,717.22
Less reserved for street light account		
(2 years -- FY 7-1-2018 through 6-30-2020)		<u>(5,832.00)</u>
		2,885.22
Reserve savings account 7/31/2018		5,564.71
Helping Hands Fund 7/31/2018		454.00
Legal Fund (self sustaining) (set up 7/31/2015)	1,500.00	
Less legal fees paid to Thulin uncollectible		
from members		
Ivanhoe	(181.94)	
Chin	(50.00)	
Plus \$4,500.00 reserved for doc rewrite	<u>4,500.00</u>	
		5,768.06

Checking account balance on hand to meet the budget 7/31/2018 5,714.99

Plus dues not collected this FY to 7/31/2018 = 62 @ 100.00 6,200.00
Plus extra fees not collected = \$200.00 200.00

Plus \$3,000.00 transfer from savings for street lights 7-1-2018 to 6-30-2019 3,000.00
15,114.99

Less Remaining payables on 7/31/2018 15,041.86

Remaining income in general fund 6/30/2019 73.13

7/31/2018

Sunday Harbor Community Association Member Balance Summary All Transactions

Aug 12, 18

Armando/Julie Gomez	100.00
Bernard Boehmlein	100.00
Bradley J. Curtwright	449.35
Chad Fitzsimmons/Tom Soma	100.00
Cindy Bouchard	100.00
Colette Jalbert	-15.00
Csaba Mundi	100.00
Daniel Hudson	100.00
Darrell Hubbs.	100.00
Dustin Cummings	275.00
Francisco/Diane Torres	100.00
Gerritt Renskers	110.00
Gregory J. Babcock	100.00
Greville-Watts; J & B	110.00
Henry P./Linda Osgood	100.00
Jerry/Bernida Flynn	100.00
Jerry/Jeanne Franklin	100.00
Kathy Johnson	110.00
Keith Nawman	100.00
Kendall Nasi	100.00
Lynn Miller	100.00
Michael S./Theresa Odom	100.00
Neil/Nancy MacDougall	100.00
Patricia Newton/Kathleen Darcy	100.00
Peter Kai Sie/Grace Pick Fui Sie	100.00
Rick/Julie Corbett	275.00
Robert Kirkland	100.00
Robert/Christina Davis	100.00
Robert/Christina Davis Lot 22	100.00
Robert/Linda Peyton	100.00
Roy/Tannys Tussing	100.00
Scott Nicholson	110.00
Sharon E. Schouten	100.00
Sonia Caissey	275.00
Terrence Betts	110.00
Thomas Bowhay-J&A Rentals Lot 74	100.00
Thomas Bowhay - Lennox Properties Lot 86	100.00
Thomas Bowhay Lot 97	100.00
Tiffany Ramey Lot 33	100.00
Tiffany Ramey Lot 34	100.00
Trevor Hadfield	100.00
Wallace Chin Property	723.25
Willard L/Sharie Wilder	110.00

TOTAL

5,742.60

ADVANCE PAY

JALBERT -15.00

1st YEAR

CUMMINGS 275.00

CORBETT 275.00

CAISSEY 275.00

Over 3 YEAR

CURTRIGHT 449.35

CHIN 739.25

LATE FEES

RENSKERS 10.00

GREVILLE-WATTS 10.00

JOHNSON 10.00

NICHOLSON 10.00

BETTS 10.00

Sunday Harbor Community Association Customer Balance Summary As of June 15, 2018

	<u>Jun 15, 18</u>
Bradley J. Curtwright	308.50
Colette Jalbert	-5.00
David/Glenda Young	-100.00
Dustin Cummings	150.00
Fred Falkenhagen	-100.00
Gerritt Renskers	10.00
Gerry Craig	-100.00
Greville-Watts; J & B	10.00
John Toth/Cyrnthia Keeley	-100.00
Joyce Matlewsky Lot 58	25.00
Kathy Johnson	10.00
Kerry A Mace	-100.00
Michael Mills	-100.00
Michael/Lida Francik	-100.00
Nasser Aram Panahi	-100.00
Rick/Julie Corbett	150.00
Scott Nicholson	10.00
Sonia Caissey	150.00
Terrence Betts	10.00
Wallace Chin Property	557.50
Willard L/Sharie Wilder	10.00
TOTAL	<u>596.00</u>

ADVANCE PAYMENTS

Young 100 -
 FALKENHAGEN 100 -
 CRAIG 100 -
 TOTTH 100 -
 JALBERT 5 -
 MACE 100 -
 MILLS 100 -
 FRANCIS 100 -
 PANAH 100 -

PAST DUE ONE YEAR

CUMMINGS 150 -
 CORBETT 150 -
 CAISSEY 150 -

PAST DUE THREE YEARS

CURTRIGHT 30.
 CHIN 557

**SUNDAY HARBOR COMMUNITY ASSOCIATION
PROPOSED BUDGET 7-1-2017 - 6/30/2018**

INCOME

Proposed dues \$100.00 per lot x 112 lots	11,200.00
From late fees and past year dues approximate	200
Surplus carry over from previous year	2,000.00
Savings	<u>3,000.00</u>
Total	16,400.00

EXPENSES

	<u>Annual</u>	<u>Monthly</u>	<u>Paid</u>
Street lights 20 @ 12.15 mo.	2,916	243	2,619.46
Annual Report – Sec of State	10		10
Liability insurance	1795	150.00	1,645.42
Accountant - Tax Prep - Bookkeeping	1,800.00	\$150.00	1500
	400		391.41
Declaration inspections	500		63
Park maintenance	2,400.00	400	500
Clerical expenses	4,200.00	350.00	3,500.00
Telephone, internet, office space, storage, computer rental, electricity, some misc supplies	1,200.00	100	1,000
Taxes	300	Federal	299.39
Office supplies (stamps, envelopes, Bank service charges, etc.	500		598.49
P O Box rent	130		132.5
Transportation costs (@ \$0.45 per mile	<u>225</u>		
Total	16,376		12,259..67

5/31/2018

This budget is based on 100% participation by all member/owners

FINANCIAL REPORT

5/31//2018

Checking account - Banner Bank balance 5/31/2018		10,422.16
Less advance dues payments FY 2018-2019 8 @ 100.00		<u>800.00</u>
		9,622.16
Tax reserve account 5/31/2018		953.28
Park improvement account 5/31/2018		1,753.33
Savings 5/31/2018		8,717.22
Less reserved for street light account		
(2 years -- FY 7-1-2018 through 6-30-2020)		<u>(5,832.00)</u>
		2,885.22
Reserve savings account 5/31/2018		5,564.71
Helping Hands Fund 5/31/2018		454.00
Legal Fund (self sustaining) (set up 5/31/2015)	1,500.00	
Less legal fees paid to Thulin uncollectible		
from members		
Ivanhoe	(181.94)	
Chin	<u>(50.00)</u>	
		1,268.06

Checking account balance on hand to meet the budget	9,622.16
Plus dues not collected this FY to 5/31/2018 = 3 @ 100.00	<u>300.00</u>
	10,722.16
Less Remaining payables on 5/31/2018	<u>4,116.83</u>
Remaining income in general fund 6/30/2018	5,605.33
Earmarked by members for rewrite of SHCA governing docs	<u>4,500.00</u>
	1,105.33

5/31/2018

MINUTES
SUNDAY HARBOR COMMUNITY ASSOCIATION
ANNUAL BOARD OF DIRECTOR MEETING
APRIL 28, 2018 – 12:00 NOON
BLAINE PUBLIC LIBRARY

I. CALL TO ORDER

The Annual Meeting of the Board of Directors was called to order at 12:00 Noon by Vice- President Sharon Hagen in the absence of President Nick Cummins for the purpose of electing new officers.

II. ATTENDANCE

Nick Cummins, President	absent, excused
Sharon Hagen, Vice President	present
Tannys Tussing, Treasurer	absent, excused
Dee Hibbeler, Secretary	present
Maria Wilson, Director	present
Tim Clark, Director	absent, excused
Director	vacant

III. ELECTION OF OFFICERS

Due to lack of a majority (4) directors present, the election of officers has been postponed to the next meeting of the Board of Directors.

IV. ADJOURNMENT

The meeting was adjourned at 12:05 p.m.

Dee Hibbeler
Secretary

BOARD OF DIRECTORS

8-15-2018

10

10

10

AGENDA
Sunday Harbor Community Association
Board of Director Meeting
Wednesday August 15, 7:00 p.m.
4548 California Trail Road, Residence of Dee Hibbeler

- I. CALL TO ORDER – Tim Clark
- II. ATTENDANCE – Tim Clark
- III. APPROVAL OF MINUTES – Dee Hibbeler
- IV. FINANCIAL REPORT - Dee Hibbeler
 - Resignation of Treasurer
 - Wallace Chin Property
- V. UNFINISHED BUSINESS – Dee Hibbeler
 - Violations of Declarations
 - Lot 64 – Babcock lot
 - Matlewsky
 - The Park
 - Report on Picnic table and park road - Nick Cummins
 - Repair of barbecue grill – Tim Clark
- VI. NEW BUSINESS - Dee Hibbeler
 - Election of Treasurer
- VII. OLD BUSINESS
- VII. ADJOURNMENT

MINUTES
Sunday Harbor Community Association
Board of Director Meeting
Wednesday June 20, 7:00 p.m.
4548 California Trail Road, Residence of Dee Hibbeler

I. CALL TO ORDER

This regular meeting of the Board of Directors was called to order by President Nick Cummins at 6:56 p.m.

II. ATTENDANCE

Nick Cummins, President	present
Sharon Hagen, Vice-President	present
Tannys Tussing, Treasurer	present
Dee Hibbeler, Secretary	present
Maria Wilson, Director	present
Tim Clark, Director	present
Director	vacancy
Tess Tessler, Guest	
Shasta Pettijohn, Guest	
Jeff rey Packer, Guest	

It was moved by Nick Cummins to appoint Tess Tessler to fill the Director vacancy for the term June 20, 2018 to April 2020. Seconded. Carried.

III. APPROVAL OF MINUTES

It was moved by Dee Hibbeler to approve the minutes of the Board of Director Meeting held March 21, 2018. Seconded. Carried

It was moved by Dee Hibbeler to approve the minutes of the Board of Director Meeting of April 28, 2018. Seconded. Carried.

IV. FINANCIAL REPORT

It was moved by Tim Clark to approve the financial report. Seconded. Carried.

It was moved by Dee Hibbeler to transfer \$4,500.00 from the general fund to the legal checking account to be held to pay Attorney Greg Thulin for rewrite of the Declarations and Bylaws. Seconded. Carried.

V. UNFINISHED BUSINESS

Election of Officers

The following names are placed in nomination for officers of the association for the term June 20, 2018 to April 2019 (the annual meeting of the directors) following the annual membership meeting.

Tim Clark	President
Tannys Tussing	Vice President
Tess Tessler	Treasurer
Dee Hibbeler	Secretary

The following officers were elected:

Tim Clark	President
Tannys Tussing	Vice President
Tess Tessler	Treasurer
Dee Hibbeler	Secretary

Dee Hibbeler informed the directors she will be selling her house and leaving the Board in the next few weeks but will continue to perform the secretary duties until she sells her house, date to be determined later.

State Registered Agent

It was moved by Dee Hibbeler, in the event she resigns and moves, that Nick Cummins be appointed to serve as the Washington State Registered Agent, and that the address of the Sunday Harbor Community Association shall be 8677 Harbor Drive, Blaine, Washington, 98230, and the telephone number shall be 360-927-7471 at that time. Seconded. Carried.

The Park

Boat Ramp Ecology Requirements

Tim Clark moved to discontinue action regarding the boat ramp. Seconded. Carried.

It was moved by Tannys Tussing to accept Nick Cummins estimated bid of \$800.00 to include purchase of a wood table for \$110.00 and Nick install it under the picnic shelter and Nick order rock for the park road to the boat ramp and Nick Cummins spread the rock after it is dumped. Seconded. Carried.

It was moved by Tim Clark to repair the barbecue stand which has been cut down by vandals. Seconded. Carried.

It was moved by Dee Hibbeler to remove the locks from the gate at the park. Seconded. Carried.

VI. NEW BUSINESS

Violations report

Violations of Declarations

It was moved by Dee Hibbeler to postpone action on the Matlewsky violations until next meeting. Seconded. Carried

Lot 64 – Babcock lot

It was reported that a complaint had been filed with the Whatcom County Planning Department by the SHCA that Linda Taylor (Dionn?) is squatting on this property. No action by the county to date.

Appointment of Committee to review Declarations and Bylaws

It was moved by Dee Hibbeler to forego a committee for now and ask Atty Thulin to do the rewrite of the Declarations and Bylaws which a committee can review after completion and before sending out to the members for approval. Seconded. Carried.

VI. OLD BUSINESS

VII. ADJOURNMENT

The meeting was adjourned at 8:55 p.m.

Dee Hibbeler
Secretary

MINUTES
SUNDAY HARBOR COMMUNITY ASSOCIATION
BOARD OF DIRECTOR MEETING
WEDNESDAY AUGUST 15, 2018
4548 CALIFORNIA TRAIL ROAD, RESIDENCE OF DEE HIBBELER

I. CALL TO ORDER

This regular meeting of the Board of Directors was called to order at 7:32 p.m. by President Tim Clark.

II. ATTENDANCE

Tim Clark, President	present
Tannys Tussing, Vice President	absent, excused
Tess Tessler, Treasurer	present
Dee Hibbeler, Secretary	present
Nick Cummins, Director	present
Maria Wilson, Director	present

III. APPROVAL OF MINUTES

Dee Hibbeler moved to approve the minutes of the meeting held June 20, 2018. Seconded. Carried.

IV. FINANCIAL REPORT

Dee Hibbeler reported that Tess Tessler had submitted her resignation as Treasurer.

Dee Hibbeler gave the financial report.

Nick Cummins moved to approve the financial report. Seconded. Carried.

V. UNFINISHED BUSINESS

Dee Hibbeler reported on the status of Lot 64 and the individual residing there without authorization by owner. No action taken at this time.

VI. NEW BUSINESS

Dee Hibbeler moved to table the election of a new treasurer until the October meeting.

VII. OLD BUSINESS

VIII. ADJOURNMENT

The meeting was adjourned at 8:00 p.m.

Dee Hibbeler
Secretary

Board of Directors
9-26-2018
SPECIAL MEETING

AGENDA
Sunday Harbor Community Association
Board of Director Meeting
Wednesday, September 26, 2018, 7:00 P.M.
4548 California Trail Road, Residence of Dee Hibbeler

- I. Call to Order – Tim Clark
- II. Attendance – Tim Clark
- III. Resignation of Secretary Dee Hibbeler
Appointment of Secretary for period 10-1-2018 to 4-2019
Duties of officers
- IV. Resolutions for check signers at Banner Bank
- V. Budget for FY 7-1-2018 through 6-30-2019
- VI. Director fee for Secretary
- VII. Budget for FY 7-1-2019 through 6-30-2020
Director fee for officers assigned multiple duties
- VIII. Rewrite of governing documents
- IX. Enforcement of violations of Declarations
- X. Adjournment

MINUTES
SUNDAY HARBOR COMMUNITY ASSOCIATION
Board of Director Meeting
Wednesday, September 26, 2018, 7:00 p.m.
4548 California Trail Road, Residence of Dee Hibbeler

I. CALL TO ORDER

This special meeting of the Board of Directors was called to order by President Tim Clark at 7:07 p.m.

II. ATTENDANCE

Tim Clark, President	present	
Tannys Tussing, Vice President	absent, excused	
Dee Hibbeler, Secretary	present	
Maria Wilson, Director	present	
Sharon Hagen, Director	present	
Tess Tessler, Director	present	
Nick Cummins, Director	present	arrived 7:10 p.m.

III. RESIGNATION OF DEE HIBBELER

Tim Clark moved to accept with regret the resignation of Dee Hibbeler, Secretary/Director effective September 30, 2018. Seconded. Carried.

It was moved by Sharon Hagen to appoint Nick Cummins to the position of Secretary/Director for the period October 1, 2018 to April 27, 2019. Seconded. Carried.

It was moved, seconded and carried to postpone the appointment of a new Treasurer until an additional director can be secured to fill the existing director vacancy.

Dee Hibbeler presented each director with a list of the duties of the officers as written in the bylaws.

IV. RESOLUTIONS FOR CHECK SIGNERS AT BANNER BANK

It was moved by Maria Wilson to approve the following resolutions, seconded, carried.

VIII. Nick Cummins motioned to approve securing debit cards from Banner Bank for the following:

Tim Clark, President Nick Cummins, Secretary

IX. ENFORCEMENT OF VIOLATIONS OF DECLARATIONS

It was moved by Dee Hibbeler that a check list of violations be provided to the inspector(s) to record violations and that the check with photos if available be turned in by the inspector(s) to the Secretary for processing. Seconded. Carried.

X. ADJOURNMENT

The meeting was adjourned at 8:50 p.m.

Dee Hibbeler
Secretary

RESOLVED to remove the following as check signers effective 9-29-2018:

- Dale Crosby
- Charles Vogel
- Dee Hibbeler

RESOLVED to add the following as check signers effective 9-29-2018:

- Tim Clark, President
- Nick Cummins, Secretary effective 10-1-2018

V. BUDGET FOR FY 7-1-2018 through 6-30-2019

It was moved by Dee Hibbeler that in order to conform to the existing budget, the new Secretary Nick Cummins be paid fees the same as currently being paid to the Secretary. Seconded. Carried.

\$100.00 stipend for telephone, internet, meeting room, office space, computer, computer programs, supplies, etc., provided by Secretary

\$350.00 director fee for services performed as outlined in the bylaws

VI. DIRECTOR FEE FOR SECRETARY FY 7-1-2018 through 6-30-2019

It was moved by Dee Hibbeler to approve policy to pay the Secretary \$350.00 director fee for FY 7-1-2018 through 6-30-2019. Seconded. Carried.

It was moved by Dee Hibbeler to approve policy to pay the Secretary \$100.00 for items provided by Secretary as detailed . Seconded. Carried.

Telephone	\$25.00 per month
Internet	\$25.00 per month
Storage of records	\$10.00 per month
Meeting room for director meetings	\$5.00 per month
Office space	\$10.00 per month
Computer and use of programs applicable to SHCA	\$20.00 per month
Miscellaneous supplies provided by Secretary,	\$5.00 per month
Such as staples, paper clips, scotch tape, etc. (does not include ink cartridges or paper)	

VII. REWRITE OF GOVERNING DOCUMENTS BY ATTORNEY

President Tim Clark was appointed to contact Attorney Greg Thulin to discuss proceeding with the rewrite and President Clark will appoint a committee to review options presented by Attorney Thulin. The committee suggestions will be reviewed by Board of Directors

SUNDAY HARBOR COMMUNITY ASSOCIATION

FINANCE

POLICY

Authorization: Bylaws Article III, Section 1.5, paragraph 1.5.2

"The Directors may authorize such compensation as they deem advisable to the officers and employees of the Corporation for the services performed."

It shall be the policy of the Sunday Harbor Community Association to pay a stipend to officer/directors who perform multiple duties for the association.

Secretary	\$350.00 per month
Treasurer	

9/26/2018

SUNDAY HARBOR COMMUNITY ASSOCIATION

DUTIES OF OFFICERS and DIRECTORS AS OUTLINED IN BYLAWS

Article III, Section 1. Directors

DIRECTORS

The management of the property, interests, business and affairs of the Corporation shall be vested in the hands of a Board of Directors consisting of seven individuals elected from the members of the Corporation. The Board of Directors shall be voting members of the Corporation and shall have the power to select a president, vice-president, secretary and treasurer and any other employees deemed necessary for the Corporation. The treasurer may be bonded. In this regard the secretary and treasurer need not be selected from the membership of the Corporation.

Article III, Section 1.5, paragraph 1.5.1

PRESIDENT

VICE-PRESIDENT

The president or the vice-president, in the absence of the president, shall preside at all corporate meetings.

Article III, Section 1.5, paragraph 1.5.2

TREASURER

The treasurer shall have custody of, account for and disburse the corporate funds. The Directors may designate persons from time to time who may draw checks and convey property on behalf of the Corporation.

The Directors may authorize such compensation as they deem advisable to the officers and employees of the Corporation for the services performed.

Article III, Section 1.5, paragraph 1.5.3

SECRETARY

The secretary shall keep at all times a current list of the persons or firms in whose names the membership stands and of the persons entitled to the rights and privileges of membership and shall cause all notices of meetings to be given as herein provided.

The secretary shall keep and have custody of all the corporate records. (Article III, Section 1.5, paragraph 1.5.1)