

Sunday Harbor Community Association  
Board of Directors Regular Meeting

January 17, 2023 , 6:30 PM  
Paso del Norte, 758 Peace Portal Dr., Blaine

**CALL TO ORDER**— President Tim Clark called the meeting to order at 6:36 PM

**ATTENDANCE**—

Tim Clark, President	present
Andrew Gamble, Vice President	present
Shasta Pettijohn, Secretary	present
Ella MacDonald, Treasurer	excused
Tannys Tussing, Director	present
Rachel Childers, Director	present
Jenifer White, Director	excused

**APPROVAL OF MINUTES**— Tim moved to approve minutes as written from the November 15, 2022, regular meeting. Tannys seconded; motion carried.

**TREASURER’S REPORT**— Treasurer was unable to attend, no report for this meeting.

**GUESTS**— None attended.

**NEW BUSINESS**—

- *Park*- needs cleaning after king tides brought in debris. Tim will help with clean up when weather is warmer.
- *Park slide- replaced*. Tannys and Roy Tussing donated and installed a used slide.
- *Welcome Wagon* - Shasta welcomed new homeowners this month: Michela and Joey at 8629 Harbor Drive. Info was provided about website, board members, accounting office, and board meetings.

**UNFINISHED BUSINESS**—

- *Violations/unpaid dues (ongoing)*- Member/owner at 8618 Harbor Drive has paid dues.
- Shasta moved to allow member/owner of 8673 & 8671 Harbor Place to make payments of \$100 per month until dues are paid in full. Andrew seconds; motion carries. Shasta will create a contract and get member/owner to sign.
- *4528 California Trail* -Andrew states no changes since last meeting as stakeholders are still overseas. A statement showing amount owed with out fines, fees and interest is needed. Shasta will request this again from bookkeeper.
- *4623 California Trail* - neighbors report someone is living in a camper trailer on the property. Shasta will request warning letter be sent.
- *8670 Harbor Dr* - neighbor reports that the RV is moved once a week and

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- someone is living in it. Shasta will request second warning letter be sent.
- *8682 Harbor Drive*. No contact from owner after pre-lien warning letter was sent. Shasta will request a lien be filed with SHCA attorney.
  - *8653 Harbor Drive* – Cars in yard were moved. Shasta moves that the late fee of \$25 be waived as this member has already requested Helping Hands funds and he did comply with warning about cars. Andrew seconds; motion carries.
  - *Cars in yards* – Discussion followed about SHCA policy about no parking on lawns. The policy is challenging to enforce as there are some gray areas about where residents may park, such as in the county easement by the street. Some members need assistance with getting cars removed from yards. Further discussion tabled until next meeting.
  - *Bylaws and Policy revisions* – Shasta moved that the proposal for the Annual General Meeting state that “The Proposed Bylaws from 2019 were not passed by the majority of voting members, and further attempts to revise the Bylaws have proved overwhelming for our small board. As the board would rather not spend more of members’ money on hiring legal help, we should keep the current Bylaws and continue to amend them as needed, using the 2019 Proposed Bylaws as a resource for legal terms and conditions”. Andrew seconds; motion carries. Shasta will work on writing this up to present to the members at the Annual Meeting.
  - *Neighborhood Watch/Inspections* – Shasta created a schedule and shared it online to all board members. A printed copy was also provided at the meeting today.
  - *Other* – none mentioned.

**ADJOURNMENT**— Andrew moved to adjourn the meeting. Tannys seconded; motion carries. Meeting adjourned 7:26 PM.

**NEXT MEETING**— March 21, 2023, 6:30 PM. Location: Paso del Norte as library is not available that time/date.

Submitted by Shasta Pettijohn, Secretary  
1.22.23

Sunday Harbor Community Association  
Board of Directors Regular Meeting

March 23, 2023 , 6:30 PM  
Blaine Library, 610 3<sup>rd</sup> St., Blaine

**CALL TO ORDER**— President Tim Clark called the meeting to order at 6:34PM

**ATTENDANCE**—

Tim Clark, President	present
Andrew Gamble, Vice President	present
Shasta Pettijohn, Secretary/Treasurer	present
Tannys Tussing, Director	present
Rachel Childers, Director	present
Jenifer White, Director	excused
Board Member	vacant

**APPROVAL OF MINUTES**— Andrew moved to approve minutes as written from the January 17, 2023 regular meeting. Rachel seconded; motion carried.

**TREASURER’S REPORT**—

- Checking/Savings = \$20,977.82
- Accounts Receivable = \$11, 703.90

There are several outstanding accounts with either a lien or a high amount owed. The board is trying to collect on these.

**GUESTS**— Luke White, Sieneke Stevenson, Bernida Flynn. Each guest presented questions or information on behalf of themselves or others, and the board addressed these.

**NEW BUSINESS**—

- *Date for Park Cleanup*- There is a dead tree next to the picnic shelter and some downed branches that need to be removed. Member/owner Luke volunteered to help **Tim and Andrew** take care of the tree and branches on 3.24.23.
- *Park mowing*- Tim received notice that Birch Bay Lawn Care (BBLC) is increasing their mowing fee from \$125 per mow to \$140. **Tim** will see if BBLC will mow bi-weekly instead of weekly to stay in our budgeted amount.
- *Park Improvements Survey*- Shasta suggested creating a survey to mail to owner/members to see how they want the board to use funds to improve the park or neighborhood. All agreed that would be good; **Shasta** will create a survey both online and for mailing with Annual General Meeting (AGM) packets.

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- *Dock repairs*- The tires need to be replaced and there is beam that has some cracks in it. Tim moved that we contact 3Bs Repair. Andrew seconded, all in favor, motion carried. **Andrew** will contact 3Bs Repair. Andrew will also provide chain to fasten the dock to the piers and replace the tires.
- *Annual General Meeting*- Shasta suggested **Saturday, May 20, 2023, 3:00 – 5:00 PM at the Blaine Library**. All approved. Library reservation is made.
- *Follow up meeting with new members*- Shasta suggested holding a meeting **AFTER** the AGM to orient new members and to take care of regular business in the week following the AGM. All approved, Shasta reserved the Blaine Library for **Thursday, May 25, 2023, from 6:30 -8:00 PM**.
- *Yard Maintenance and Cars policy*- will be included in the AGM packet to remind owner/members.
- *Picnic in the Park 2023*- Board approved **Sunday August 6, 2023, 2:00 – 4:00 PM**. Tim will cook hot dogs again.
- *Hire a Property Manager?*- Due to staffing shortages the BBTA bookkeeper has asked if the board wants to consider hiring a different agency for property management. Shasta informed the bookkeeper that the board prefers to maintain the contract with BBTA as there is history and understanding of the needs of Sunday Harbor community. Shasta offered to present this proposition at this meeting. Shasta also contacted OMNI Property management to get a quote, but they are not taking new clients. The board agrees they all prefer to retain BBTA.
- *Nomination for vacant Board position*- Shasta nominated Sieneke Stevenson to fill the position vacated by Ella MacDonald at least until the next board meeting. Sieneke states that she has served on an HOA board before, and she has been attending the SHCA meetings. All in favor. Sieneke accepted the position by the end of the meeting. **Shasta** will notify BBTA, and continue to fill treasurer duties until new members join in 2023. Welcome Sieneke!

### **UNFINISHED BUSINESS—**

- *Violations/unpaid dues (ongoing)*–
- 4520 California Trl has a messy yard and ducks running loose. Shasta requested BBTA send a warning letter, and the property has since been cleaned up.
- 8634 Harbor Dr. ongoing mess in driveway. Warning letter has been requested 9.20.22, no changes so far, no contact from owner.
- Member/owner of 8673 & 8671 Harbor Place signed contract and made 2 payments of \$100 each so far. She needs reminders on the last Wednesday of the month.
- 8645 Harbor Dr.- branches are down in the ditch by the road blocking water flow. There are regular trespassers on the property. Shasta requested BBTA send a warning letter 2.20.223. No response so far.
- *4528 California Trail* –BBTA provided a statement showing a breakdown of

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the amounts owed with fines, fees and interest. Andrew moves that we offer the family a payout of \$4,261.00 based on a 50% reduction of the late fees, fines and interest, and 100% of the annual dues and legal fees. Tannys seconded, all approved. Motion carries. **Andrew** will contact the estate managers.

- *4623 California Trail* – no changes and no contact from owner/member.
- *8670 Harbor Dr* – Member/owner contacted BBTA 1.22.23 and Shasta 1.30.23. He states that no one lives in the RV and the tipi is used for a “smoking room”. He asserts that he didn’t receive the first warning letter and requests the \$25 late fee be waived. Andrew moved that the \$25 late fee be waived. Jenifer seconded, motion carries. **Shasta** will notify BBTA and owner/member.
- *8682 Harbor Drive* - A lien was filed with SHCA attorney.
- *Outstanding Dues*- **Shasta** will check with BBTA to make sure statements are mailed to all on the list.
- *Other* – Rachel reports on 4563 California Trl. She suggests that the new owner needs to make quicker progress with the remodel, and the extremely big RV parked in the yard is unsightly. All agreed. **Rachel** knows the new owner and will speak to them personally.

**ADJOURNMENT**— Andrew moved to adjourn the meeting. Jenifer seconded, motion carries. Meeting adjourned 7:55 PM.

**NEXT MEETING**— Annual General Meeting, Saturday, May 20, 2023, 3:00 – 5:00 PM at the Blaine Library.

Submitted by Shasta Pettijohn, Secretary  
4.1.23

**MEETING**  
**SUNDAY HARBOR COMMUNITY ASSOCIATION**

Board of Directors' Special Meeting  
May 26, 2023, 6:00 PM  
Tim Clark's home, 8630 Harbor Drive.

**1. CALL TO ORDER: 6:10 pm by President, Tim Clark**

**2. ATTENDANCE:**

Tim Clark, President	present
Andrew Gamble, Vice President	present
Sieneke Stevenson, Secretary	present
Michelle Fitzsimmons, Director	present
Rachel Childers, Director	present
Jenifer White, Director	present
Avery Lueras, Treasurer	present

**3. APPROVAL OF MINUTES:**

Tim motioned to approve the March 23, 2023 minutes, seconded by Rachel.  
Motion approved unanimously.

**4. TREASURER'S REPORT (No report for this meeting)**

- Checking/Savings = \$
- Accounts Receivable= \$
- Expenses= \$

Other –

**5. GUESTS**

Shasta Pettijohn to assist with transition of new board members.

**6. NEW BUSINESS**

- Election of Officers:  
Motion was made and was seconded, and approved to elect the following:  
Tim Clark, continues as Board President  
Andrew Gamble, continues as Vice President  
Avery Lueras is new Treasurer  
Sieneke Stevenson is new Secretary
- Orientation of new directors:

## **MEETING**

### **SUNDAY HARBOR COMMUNITY ASSOCIATION**

Orientation was completed by Shasta Pettijohn, outgoing Treasurer and Secretary. She provided documents for new officers, and 6 total tubs of prior documents to President, Tim Clark, new Secretary, Sieneka Stevenson, and to Avery Lueras, new Treasurer. Keys to the mailbox and bulletin board at the park were also provided to those same board officers.

- **Street Lights:**  
Discussion was had regarding a recent incident in which a homeowner contacted PSE to have Sunday Harbor's streetlights turned off and the account closed. After notification of this by our accountant to the Board President, Tim made arrangement to stop the work order and change the account to include a password to prevent further occurrences of interference.

#### **7. UNFINISHED BUSINESS**

- Violations/unpaid dues (ongoing)- N/A for this meeting.
- Other –
  1. A motion was made by Andrew Gamble, and seconded, to clarify the document titled Rules for Trailers, RVS and Tiny Homes by adding the words "Definition of a" to the Tiny Home section. Motion passed with unanimous approval.
  2. Homeowners, Sharie and Bill Wilder, have provided another request for documents to the HOA via letter. It was discussed that they had already been issued a letter previously, stating that they could review documents once they returned to good standing with the HOA, so no further action is needed to address this. They are able to review all meeting minutes via the website.
  3. A general discussion was had regarding the possible need to review current policies. Avery made a motion to put this topic on the next meeting agenda. Andrew seconded the motion and it passed unanimously.
  4. The owner of 8670 Harbor Dr. contacted the board to inform us that he is not currently residing in his home and the person who is staying there might not abide by HOA rules. He is working on having her evicted.
  5. Discussion was had regarding the pothole at the entrance to Sunday Harbor, where the side of the road has broken away. This may be the responsibility of the State to repair, as Blaine Rd. is part of the State Highway system. An interested homeowner will be asked to follow up.

**MEETING**  
**SUNDAY HARBOR COMMUNITY ASSOCIATION**

**8. ADJOURNMENT:**

Motion to adjourn was made, seconded and passed unanimously at 8:30 pm.

**9. NEXT MEETING** July 20, 2023, at the Blaine Library 6:30 – 8:00 PM

Submitted by Secretary Sieneke Stevenson 6.3.23

**MEETING MINUTES**  
**SUNDAY HARBOR COMMUNITY ASSOCIATION**

Board of Directors' Regular Meeting  
July 27th, 6:30 PM  
Sunday Harbor Community Park

**1. CALL TO ORDER:** Meeting was called to order at 6:31 pm.

Request was made by homeowners, Sharie and Bill Wilder, to record the meeting, and approved. Meeting guidelines and expectations as per Robert's Rules of Order and standards of practice for HOAs were presented by Sieneke Stevenson, in an attempt to help provide structure and keep to a schedule.

**2. ATTENDANCE:**

Tim Clark, President	present
Andrew Gamble, Vice President	absent
Sieneke Stevenson, Secretary	present
Rachel Childers, Director	present
Jenifer White, Director	present
Avery Lueras, Treasurer	present

Several guests were also present today, including homeowners and residents, and others, including Dennis Kelly, David Rogers, Michelle Fitzsimmons, the Wilders, and Shasta Pettijohn. Michelle brought a former resident to speak to us about concerns over the dock.

**3. APPROVAL OF MINUTES: Special Board Meeting dated 5/23/23:** Motion was made to approve the previous minutes by Tim Clark, seconded by Avery Lueras and approved unanimously.

**4. TREASURER'S REPORT (5 min)** Avery Lueras, treasurer, provided a written report which will be uploaded to the website.

- Checking/Savings = \$ 22,482.15
- Accounts Receivable= \$ 3,488.65
- Expenses= \$ 196.75

Other – There was some discussion as to what happens with any monies left at the end of the fiscal year. Normally they have been rolled over into the following year, but Avery will follow up to see if they should be reimbursed to homeowners instead. It is generally a small amount.

Treasurer's report was motioned for approval by Rachel, seconded by Tim, and

## MEETING MINUTES SUNDAY HARBOR COMMUNITY ASSOCIATION

approved unanimously.

### 5. GUESTS (15 minutes):

-Bill Wilder submitted legal documents to the board, again requesting further documents of the finances from the HOA, beyond what is posted on the website. They want all records from 6 years ago to the present. This has been an ongoing request from them. After much heated discussion back and forth, Avery Lueras agreed to follow up with BBTA and the bank to determine what further documents exist that are reasonable and legal to share.

### 6. NEW BUSINESS (20 min)

- Planning for the Picnic in the Park: Shasta Pettijohn presented progress in the planning for this event and request for assistance, scheduled for Sunday 8/6/23 from 2-4 pm. It will be a potluck. Hot dogs, buns and water will be provided by the HOA. Tim will be purchasing these. Shasta is planning a treasure hunt for kids. Other potential activities were discussed. Musicians and families need to be encouraged to come. Trash and recycling bins will also be offered. Flyers will go out this week.
  
- Update and further discussion on potential dock repairs.  
  
Although money has been budgeted for repairs, no decision has yet been made to move forward with repairs. A bid was obtained, but since then concern has been raised about the legality and viability of keeping the dock due to the materials it's made from, and lack of permitting when installed. This could result in fines and corrective action by the County. By the end of

## MEETING MINUTES SUNDAY HARBOR COMMUNITY ASSOCIATION

this lengthy discussion, which also included guests, a tentative decision was expressed to remove all of the dock, although it was not voted on by the board. Some board members stated they would be willing to help remove it. The need for an official vote on this will be added to the agenda for the next board meeting.

- Discussion of contract and meeting with BBTA: Sieneke, Avery and Tim met with the owner of Birch Bay Tax and Accounting to review the proposed contract for their bookkeeping services. A new contract was prepared for signatures. Once signed, the contract will be posted on the website. It was indicated to Avery when he picked up the document, that some processes regarding violation fines and warning letters may change. Sieneke will follow up on this with BBTA.
  
- Discussion of moving forward with rules/bylaws review: Discussion tabled until next board meeting.
  
- Discussion to ensure election integrity in the future at the Annual General Meetings, and improving structure of the meetings: Discussion tabled until next meeting.

**MEETING MINUTES  
SUNDAY HARBOR COMMUNITY ASSOCIATION**

- Updates on the pothole at the entrance of Sunday Harbor: No updates at this time. Tim will contact the State DOT to request the pothole be filled.

**7. UNFINISHED BUSINESS (45 min)**

- Violations/unpaid dues (ongoing)–

- Other –

**8. ADJOURNMENT:** Jenifer motioned to adjourn the meeting at 8:40 pm, which was seconded by Avery, and adjourned by unanimous consent. Meeting lasted 1 hr. 21 minutes.

**9. NEXT MEETING :** September 21<sup>st</sup>, 6:30 pm at the Blaine Library.

**AGENDA**  
**SUNDAY HARBOR COMMUNITY ASSOCIATION**

Board of Directors' Regular Meeting  
September 21st, 6:30 PM  
Blaine Library

1. **CALL TO ORDER:** Meeting was called to order by Board President, Tim Clark at 6:35 pm.
2. **ATTENDANCE:** Tim Clark, President, Andrew Gamble, Vice President (by phone), Avery Lueras, Treasurer, Sienke Stevenson, Secretary, Rachel Childers, Director. Absent was Jenifer White, Director.
3. **APPROVAL OF MINUTES: Board Meeting dated 7/27/23:** Approval of minutes motioned by Tim Clark, seconded by Rachel Childers and approved unanimously.
4. **TREASURER'S REPORT (5 min) for July and August**
  - Checking/Savings = \$30,667.19
  - Accounts Receivable= \$8456.77
  - Expenses= \$2592.38Other – Liability Insurance has increased by \$4.00 per month.
5. **GUESTS (15 min): Guests will be allowed 2 minutes each, with additional opportunity for the board to ask questions.**

No guests were present.
6. **NEW BUSINESS (20 min)**
  - **Discussion and planning for dock removal and other park improvements.**

All decisions remain pending and under further consideration.
  - **Possibility of adding dog pooh station.**

Decision was made to continue the practice of pack it in, pack it out, including dog feces.

Monies for park improvements will remain in the account for now.

# AGENDA

## SUNDAY HARBOR COMMUNITY ASSOCIATION

- **Discussion of moving forward with rules/bylaws review.** Sieneke will look over current rules and offer suggestions for streamlining them at the next meeting.

- 

- **Discussion to ensure election integrity in the future at the Annual**

**General Meetings, and improving structure of the meetings.** Sieneke will write up ideas and research alternate venues to allow for more space, for board review at the next meeting. Board members have been provided some info. on general HOA standards for uses of proxies, and procedures and protocols, to use at the next general meeting.

- **Discussion of review of insurance coverage and current contracts.** Avery will look over the new insurance policies, which have remained unchanged, and contact Rice Insurance to discuss.
- **Updates on the pothole at the entrance of Sunday Harbor.** Tim will continue to follow up with State DOT to request it be filled.

### 7. UNFINISHED BUSINESS (45 min)

- Violations/unpaid dues (ongoing, Treasurer)–

No new violations to report at this time. Several lots have either unpaid dues or violation debts. that will need follow up. Sieneke will contact Birch Bay Tax and Accounting on sending standard warning letters, and additional lien warnings for those significantly behind or with debts over \$500.

**AGENDA**  
**SUNDAY HARBOR COMMUNITY ASSOCIATION**

- Other –

**8. ADJOURNMENT:** Meeting adjourned at 8:00 pm.

**9. NEXT MEETING :** November 16th, 6:30 pm at the Blaine Library.

# Sunday Harbor Community Association Board of Directors Regular Meeting

Board of Directors' Regular Meeting  
November 16th, 6:30 PM  
Blaine Library

1. **CALL TO ORDER:** Meeting called to order at 6:35.
2. **ATTENDANCE:** Present in person were Tim Clark, President, Avery Lueras, Treasurer, and Sieneka Stevenson, Secretary. Present by phone were Andrew Gamble, Vice-President, and Jenifer White, Director. Absent was Rachel Childers, Director.
3. **APPROVAL OF MINUTES: Board Meeting dated 9/21/23.** Minutes were removed and motion made by Tim Clark to approve them, seconded by Avery Lueras. Minutes were approved.
4. **TREASURER'S REPORT (5 min)**
  - Checking/Savings = \$29,928.08
  - Accounts Receivable= \$7,635.37
  - Expenses= \$5052.68 from July-October 2023 (about \$1,150 less than this same time last year).

Other – Several homeowners still have outstanding balances. Discussion was held on how to best address this. Sieneka will contact Birch Bay Tax and Accounting. Also discussed was what to do with the monies that were going to be used for dock repairs, which is now on hold. Proposal will be made at the general meeting to roll these funds over for future park improvements/maintenance.
5. **GUESTS (15 min): Guests will be allowed 2 minutes each, with additional opportunity for the board to ask questions.** No guests were present today.
6. **NEW BUSINESS (20 min)**

Any new violation concerns? No new concerns were reported.

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### 7. UNFINISHED BUSINESS (45 min)

- **Discussion of proposed changes with rules/bylaws. (Sieneke will bring hard copies of proposed changes).** Sieneke reviewed some proposed changes to help reduce/simplify some of the HOA rules, especially in the area of Yard Care, which most board members seemed to support. Work will continue to develop these in writing to present to the general membership at the annual meeting. A 2/3rds vote will be needed to approve changes, which may be difficult to obtain.
- **Discussion to ensure election integrity in the future at the Annual General Meetings, and improving structure of the meetings. (Sieneke will bring hard copies of proposed changes).** Proposed improvements to managing the annual general meetings were reviewed, and the majority of the Board Members were in support of them. Rules of order will be explained and enforced at the meeting, and provided prior to the meeting in the homeowners' packets. A representative from Birch Bay Tax and Accounting will also be asked to attend to explain their role and answer homeowner questions regarding the budget. Homeowners will be asked to check in at the door and ensured they are of good standing to vote. Donuts and coffee will be provided.  
**\*Schedule annual meeting and propose new meeting space.** A potential new meeting space at the Senior Center was proposed as it would provide more room, but their schedule wouldn't work for some board members, so the meeting will remain at the Blaine Library. The meeting schedule was not discussed and will need to be set at the next board meeting in January.
- **Discussion of review of insurance coverage and current contracts. (Avery);** No progress as yet in contacting Rice Insurance.
- **Updates on the pothole at the entrance of Sunday Harbor. (Tim);** No progress as yet in making contact with the state. This will occur in the very near future.

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- **Violations/unpaid dues (ongoing, Treasurer)**- Addressing these was discussed earlier in the meeting. No new violations or new fines have been imposed on any homeowners.
  
- Other -

**8. ADJOURNMENT:** Meeting adjourned at 7:35.

**9. NEXT MEETING :** January 18th, 6:30 pm at the Blaine Library.