

SUNDAY HARBOR COMMUNITY ASSOCIATION
4600 CALIFORNIA TRAIL RD
BLAINE, WA 98230

NOTICE OF ANNUAL MEMBERSHIP MEETING

Date: Saturday, May 11, 2024
Time: 3:00 P.M.
Place: Blaine Library
Directions: 610 3rd St, Blaine

Enclosed in this mailing you will find the following:

- ❖ Letter from Board President
- ❖ The Annual Membership Meeting Agenda
- ❖ Draft Minutes of Annual Membership Meeting on 05/20/2023
- ❖ Interim Financial Reports for Current Fiscal Year - 07/01/2023-03/31/2024
- ❖ Proposed Annual Operating and Reserve Budget for Fiscal Year 07/01/2024-06/30/2025
- ❖ Proposed Fee Schedule
- ❖ Election of Directors
- ❖ Voter Card & Proxy (one vote per owner per lot)
- ❖ Residential Update and Consent for Electronic Communications
- ❖ Tenant Responsibilities Memo
- ❖ Tenant Registration
- ❖ Schedule of Regular Board Meetings 2024-2025
- ❖ Membership Meeting Expectations

If you cannot attend the meeting and would like to designate another property owner to represent you at the meeting, please complete the enclosed **Proxy** and return to Sunday Harbor Community Association before the meeting is called to order.

ONLY THOSE MEMBERS IN GOOD STANDING (DUES PAID) MAY VOTE.

We look forward to meeting with you for the Annual Membership Meeting on Saturday, May 11, 2024.

Respectfully,

Your Sunday Harbor Board of Directors

*Sunday Harbor Community Association
4600 California Trail Rd.
Blaine, WA 98230*

DATE: April 5th, 2024
TO: Sunday Harbor Community Homeowners
FROM: Tim Clark, President Board of Directors
RE: Annual Members' Meeting

Greetings Sunday Harbor community!

This has been a challenging and active year for your board and community. There have been some changes in board members, legal and maintenance challenges, and a focus on saving money for the HOA. The lawn at the park was mowed every other week instead of weekly, which saved some money. Our electric bill for the street lights has increased over last year, as it has for everyone, however in reviewing this year's proposed budget, the board felt it was more important to keep all the lights on for safety, rather than have any of them turned off to save money.

We also tried to work out a budget that would not require an increase in dues, but to do so would draw so heavily on our reserves, that we felt it was not feasible this year. An increase in dues was also recommended by our accountants at Birch Bay Tax and Accounting, so the board proposes increasing dues by \$20 annually per lot, to cover our basic services like park maintenance and improvements, streetlights, liability insurance, legal fees, and our accounting service. Members in good standing will be asked to vote on the proposed budget for 2024-2025.

We will continue to seek ways to save money during the next year. One of our goals is to sit down with our insurance company to review our policy to see if there are ways to decrease the cost.

Another issue that has arisen is the dock at the community park. Last year the membership voted to spend \$1000 to repair the dock and the board made efforts to do so. During the course of this project, it was discovered that the entire dock structure actually needs to be completely removed as per state regulations. The county had been contacted by a resident and has been in contact with the board about the necessity of this due to the Shorelines Protection Act. The expense of removal, including disposal of the dock, is well over \$6000. At this time the board is working with a contractor to have the lower dock lifted out of the water, safely and

within regulations, and moved to land, and to review methods to dispose of it later in a more fiscally feasible manner. It is hoped a work party of volunteers can assist in dismantling the upper dock.

Another expense that we are concerned about are legal fees, as unfortunately, we have needed to utilize the services of our attorney once again to respond to a legal representative that has been hired by some unidentified homeowners in an attempt to dissolve the HOA by demanding that the board make the decision to do so. This is not possible based on our by-laws, as the board does not have the power to declare the HOA invalid. The HOA can only be dissolved by 2/3rds of the vote of all members in good standing. There have been written communications between the attorneys, which will continue. The board is concerned about the expense this creates for all Sunday Harbor homeowners, especially if it goes to court again. A previous attempt was already litigated once before in Whatcom County Courts and was dismissed as being outside of the statute of limitations. The board is also concerned that there has been direct interference in HOA business by disgruntled homeowners, including an attempt to close the account with PSE for the streetlights without our knowledge, and contact with the contractor assisting us in removing the dock to interfere with their completion of the work. This type of harassment should be very concerning to all of us.

Our attorney has also recommended that the board adopt a Sunday Harbor Civility Resolution, due to continued intimidation, disruption and conflict presented by some members at board meetings and at prior annual membership meetings. This will be considered in the upcoming year. In the meantime, we are adopting new rules for the annual meeting this year to attempt to increase productivity, provide better structure, and create a more positive atmosphere. We have included these in the packet and expect all homeowners to abide by them.

We want to remind everyone that keeping the neighborhood clean and safe is everyone's responsibility. Sending warning letters is a task we would rather not do! We have sent very few this year, but it will need continued monitoring.

There will be nominations for six board members at the meeting this year. One board member elected last year resigned, and another was determined to not qualify as they were not a titled homeowner. I hope you will join us in thanking outgoing board members for their service and consider taking a turn serving the community. The board meets bi-monthly for about 2 hours. This is your opportunity to make a difference in your community. Even if you don't reside here, keeping the neighborhood clean and safe helps your property values and your tenants.

We're looking forward to seeing you all in person this year. We will be serving coffee and donuts! **The Annual Member Meeting will be held at the Blaine Library on May 11thth from 3:00 - 5:00 PM.**

Sincerely, your president,

Tim Clark

SUNDAY HARBOR COMMUNITY ASSOCIATION
4600 CALIFORNIA TRAIL RD
BLAINE, WA 98230

ANNUAL MEMBERSHIP MEETING AGENDA

Date: Saturday, May 11th, 2024

Time: 3:00 P.M.

Place: Blaine Library

Directions: 610 3rd St, Blaine

I. CALL TO ORDER –

ATTENDANCE –

Board

Tim Clark, President

Andrew Gamble, Vice-President

Sieneke Stevenson, Secretary/Treasurer

Jenifer White, Director

Rachel Childers, Director

Other Members in Attendance:

Proxies:

- I. Counting of the Quorum; more than 10% of 112 currently owned lots need to be present in person or by proxy vote.

II. APPROVAL OF MINUTES –

- Minutes of Annual Membership Meeting on 05/20/2023

III. PRESIDENT’S REMARKS:

- Explanation of new meeting expectations.
- Update on the dock and lights.
- Future goals.
- Legal updates.
- Financial updates and fee change.
- Introduction of Cynthia from Birch Bay Tax and Accounting.

IV. FINANCIAL REPORT –

- Interim Financial Reports for Current Fiscal Year - 07/01/2023 to 03/31/2024.
- Proposed Budget for Fiscal Year 07/01/2024 to 06/30/2025.
- Proposed Fee Schedule.

V. NEW BUSINESS

- Vote on Proposed Budget and Fee Schedule.
- Election of Directors (6 open positions).

VI. UNFINISHED BUSINESS

VII. OPEN FORUM (Open to members in good standing, up to 2 minutes).

VIII. ADJOURNMENT

DRAFT ANNUAL MEMBER MEETING MINUTES
SUNDAY HARBOR COMMUNITY ASSOCIATION
Saturday, May 20, 2023, 3:00 PM – 5:00 PM
Blaine Library, 610 3rd St., Blaine WA

1. CALL TO ORDER – President Tim Clark called the meeting to order at 3:17 PM.
2. ATTENDANCE –

Board

Tim Clark, President	present
Andrew Gamble, Vice-President	excused
Shasta Pettijohn, Secretary/Treasurer	present
Tannys Tussing, Director	present
Sieneke Stevenson, Director	present
Jenifer White, Director	excused
Rachel Childers, Director	present

Other Members in Attendance:

Thirteen members in addition to the board.

Proxies:

Shasta Pettijohn had proxy votes for Laurie Jones and Jeff Packer
Tess Tessler had a proxy vote for Ken Carter
Sieneke Stevenson had a proxy vote for Michael Partlow
Michela Meucci had a proxy for Joseph Reamer
Michelle Fitzsimmons had proxies for Tom Soma and Chad Fitzsimmons

3. Secretary Shasta Pettijohn confirmed that there was a quorum; more than 10% of 112 currently owned lots were present in person or by proxy vote.
4. APPROVAL OF MINUTES –
Shasta moved to approve the Minutes of Annual Membership Meeting on 05/21/2022 as written. Tannys seconded. Motion carried.
5. FINANCIAL REPORT – Proposed Budget of \$17,660.00 explained by Treasurer Shasta Pettijohn. Dues need to increase from \$120 per year to \$140 per year due to increases in basic expenses this year. An additional \$1,980 from Savings will prevent dues from increasing more than \$20 annually this fiscal year. We do not anticipate an increase next year.
\$1000 will be transferred from Reserves to cover the cost of repairing and improving the dock and its structures, and possibly to add fencing along the

street. Mowing increased from \$125 a week to \$140 per week. Tim found another lawn care agency to mow for \$140 every other week, thus keeping our budget for park maintenance about the same as last year.

There was a 21% increase for liability insurance. We will check with our insurer to see if we can reduce the costs. There was a 20% increase in property taxes for the park. Website costs also increased from \$60 to \$144. We are looking into options to reduce the cost of the web host. Accounting services increased by \$25 per month. This is the first increase in 5 years.

6. NEW BUSINESS –

Shasta moved to approve the Proposed Budget for fiscal year 2023 -2024.

Tannys seconded. Vote by show of hands; Motion carries. Two opposed.

Shasta moved to approve the Proposed Fee Schedule for 2023 -2024. Tim seconded. Vote by show of hands; Motion carries, 5 opposed.

Votes for the Proposed Amendments to Rules for Trailers and RVS and to keep the current Bylaws or continue to try to pass the Amended 2019 Bylaws were submitted by ballot.

- Proposed Amendments to Rules for Trailers and RVs passed: 13 in favor, 10 opposed.
- Proposal to keep current Bylaws passed: 18 in favor, 5 opposed.

Election of Directors – there are three positions open. Nominations from the floor are:

- Sienneke Stevenson
- Avery Lueras
- Michelle Fitzsimmons

Blank ballots were distributed to all vote-eligible members. Voting for write-in board members proceeded and Secretary Shasta Pettijohn tallied the votes with help from Tannys. Results: New board members are all elected by majority of votes.

7. UNFINISHED BUSINESS – None stated.

8. OPEN FORUM – members shared questions and comments about rules around living long-term in camper trailers, park maintenance, and enforcement of yard care esthetics, like tarps and hoses.

9. ADJOURNMENT- Shasta moved to adjourn the meeting; Tim seconded. Approved by all. President Tim Clark adjourned the meeting at 4:43 PM.

Respectfully submitted by Shasta Pettijohn, Secretary

Sunday Harbor Community Association

Balance Sheet

As of March 31, 2024

	<u>Mar 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking Banner Bank #1411	14,849.93
Savings Banner Bank #8915	5,846.68
Savings Reserve Banner #0346	<u>6,413.89</u>
Total Checking/Savings	27,110.50
Accounts Receivable	
Accounts Receivable	<u>5,302.71</u>
Total Accounts Receivable	<u>5,302.71</u>
Total Current Assets	32,413.21
Fixed Assets	
Accumulated Depreciation	-5,224.00
Furniture and Equipment	827.59
Park Improvements	791.90
Picnic Shelter	3,564.88
Signage	1,205.49
Street Lights Installation	<u>1,212.01</u>
Total Fixed Assets	<u>2,377.87</u>
TOTAL ASSETS	<u><u>34,791.08</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	<u>725.41</u>
Total Accounts Payable	<u>725.41</u>
Total Current Liabilities	<u>725.41</u>
Total Liabilities	725.41
Equity	
Retained Earnings	27,972.00
Net Income	<u>6,093.67</u>
Total Equity	<u>34,065.67</u>
TOTAL LIABILITIES & EQUITY	<u><u>34,791.08</u></u>

Sunday Harbor Community Association
Profit & Loss
July 2023 through March 2024

	<u>Jul '23 - Mar 24</u>
Ordinary Income/Expense	
Income	
Homeowner Donations	120.00
Interest and dividends earned	10.20
Interest Assessed	536.53
Late Fees Assessed	1,100.00
Program Income	
Membership Dues	<u>15,540.00</u>
Total Program Income	<u>15,540.00</u>
Total Income	<u>17,306.73</u>
Gross Profit	17,306.73
Expense	
Accounting Services	4,275.00
Community Events	55.29
Insurance - Liability	2,154.81
Licenses & Permits	30.00
Maintenance and Repairs	1,130.48
Operations	
Postage	<u>179.13</u>
Total Operations	179.13
Street lights	3,191.60
Taxes	
Property taxes	<u>196.75</u>
Total Taxes	<u>196.75</u>
Total Expense	<u>11,213.06</u>
Net Ordinary Income	<u>6,093.67</u>
Net Income	<u><u>6,093.67</u></u>

SUNDAY HARBOR COMMUNITY ASSOCIATION
OPERATING BUDGET

Fiscal Year: 07/01/2024 - 06/30/2025

INCOME

Dues Assessments (\$160 x 112 lots due on 7/1/2024)	\$ 17,920.00
Transfer from Savings (Lot 25)	<u>2,427.00</u>
Total Income	<u><u>\$ 20,347.00</u></u>

EXPENDITURES

Accountant - Tax Prep - Bookkeeping	\$ 7,980.00
Insurance - Liability	3,125.00
Legal Fees	600.00
Licenses & Permits	10.00
Maintenance & Repair	2,500.00
Office Supplies, Postage, Bank Service Charges	850.00
Sign Rent & Expenditures	175.00
Street Lights	3,972.00
Transportation Costs	50.00
Taxes - Tract A (The Park)	475.00
Website Costs	179.00
Reserve Transfer	431.00
Total Expenditures	<u><u>\$ 20,347.00</u></u>

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

SUNDAY HARBOR COMMUNITY ASSOCIATION
RESERVE BUDGET
Fiscal Year: 07/01/2024 - 06/30/2025

INCOME

Reserve Transfer from Operating	\$ 431.00
Total Income	<u>\$ 431.00</u>

EXPENDITURES

Park Improvements	\$ 1,000.00
Total Expenditures	<u>\$ 1,000.00</u>

SUMMARY

Estimated Balance as of 07/01/2024	\$ 6,417.09
Reserve Transfer	\$ 431.00
Balance Before Expenditures	<u>6,848.09</u>
Less Expenditures	<u>(1,000.00)</u>
Estimated Balance as of 06/30/2025 (excluding interest)	<u>\$ 5,848.09</u>

SUNDAY HARBOR COMMUNITY ASSOCIATION

PROPOSED FEE SCHEDULE
 Fiscal Year: 07/01/2024 - 06/30/2025

ANNUAL DUES	\$160.00 per lot
LATE FEE FOR UNPAID DUES	\$50.00 late fee will be assessed on September 1st. If dues are not paid for two (2) consecutive years a pre-lien warning letter will be sent. If not resolved within 15 days, a lien will be filed by the Association attorney. Attorney fees will apply.
INTEREST	12% APR assessed quarterly on the balance owed on unpaid accounts
LIEN FEE	The account balance plus current lien filing fee charged by Whatcom County plus county lien release fee
RETURNED CHECKS FOR NSF	\$30.00 plus replacement with cashier's check or money order
REQUESTS FOR COPIES	\$0.10 (ten cents) per page
FINES FOR VIOLATIONS	<p>1.) Warning letter - members will have thirty days to contact the Association Board of Directors and/or resolve the violation.</p> <p>2.) Fine Assessment - \$25 if not resolved within thirty (30) days of warning letter.</p> <p>3.) Each month thereafter the fine will double until the fine reaches \$800. A pre-lien warning letter will be sent. If not resolved within 15 days, a lien will be filed by the Association attorney. Attorney fees will apply.</p>

Any payment, check or other form of payment, that is received by the Association for less than the full balance due on a member's account that is marked "paid in full" or contains a similar notation, or that is otherwise tendered in full satisfaction of a disputed amount will be returned to the remitter. If a check is received with less than the full amount due and not notated as indicated above, the check may be accepted in partial payment of the account. The balance remaining will continue to be billed to the member unless the member has received credit from the board of directors.

SUNDAY HARBOR COMMUNITY ASSOCIATION
4600 CALIFORNIA TRAIL RD
BLAINE, WA 98230

ELECTION OF DIRECTORS
TERM OF 2024-2026

The management of the property, interests, and business and affairs of Sunday Harbor Community Association are vested in the hands of a Board of Directors consisting of seven individuals elected from the members of the Association.

The Election of Directors will be held at Blaine Library in Blaine at 3:00 pm, May 11th and will be held in accordance with the current Bylaws of the Association. Directors will be elected for a term of two years and until the election and qualification of their successors.

The following Director has one year remaining of their term.

Sieneke Stevenson

Term ends 2025

Avery Lueras resigned in February 2024, and his duties were temporarily being completed by Sieneke Stevenson.

There are currently six Director positions to be filled for the term of May 2024 – May 2026.

Nominations will be taken from the floor at the Annual Meeting, or in advance of the meeting.

ONLY MEMBERS IN GOOD STANDING OR THEIR PROXY MAY VOTE (meaning dues and fines paid in full). Proxies must be in writing and filed with the Association prior to the start of the meeting.

*Sunday Harbor Community Association
4600 California Trail Rd
Blaine, WA 98230*

RESIDENTIAL UPDATE FORM

To ensure the Association has up-to-date contact information for all homeowner's, please complete this Residential Update Form. Return the form by mail to the above address or to a Board member at the Annual General Meeting.

All information is held in the strictest of confidence and is for Board use only.

Lot #: _____

Name(s): _____

Sunday Harbor Address: _____

Mailing Address: _____

City: _____ State/Province: _____ Zip Code/Postal Code: _____

Telephone: _____

E-Mail: _____

Consent for Electronic Communications

By signing below, I consent to receive correspondence, notices, and billing statements electronically from the Sunday Harbor Community Association to the email address provided above. I acknowledge and agree that email statements are a courtesy service only. If a statement is not received, I am still required to pay assessments and/or charges by the due date. I understand the Association cannot confirm my ability to receive communications, or whether I have read such communications. I understand I can withdraw this Consent at any time by requesting in writing to the mailing address of the Association.

Signature: _____ Date: _____

Printed Name: _____

MEMO Sunday Harbor Community

TO: Members/Owners
FROM: Board of Directors
SUBJECT: Tenant Rights and Owner Responsibilities
DATE: April 24, 2024

If you rent your property to tenants, this memo is to serve as a reminder that under the Bylaws tenants may enjoy certain privileges offered by Sunday Harbor Community Association

Tenants do not have the right to vote on association matters but may be named as proxy to vote in place of the member.

The Association holds the property owner/member accountable for the responsibilities outlined in the Bylaws, Declarations of Restrictions, Easements, and Reservations of the plat of Sunday Harbor (Covenants), and the Park Rules. All fees and dues are the responsibility of the property owner.

It is the responsibility of the property owner to inform their tenant(s) of these rights, privileges, and responsibilities and to ensure tenant compliance with all rules of the Association.

It is also the responsibility of Association members to keep the Association informed of the names and addresses of the tenants. If you have tenants, please provide the Association with the name of the tenant(s) and their family members and the Sunday Harbor address and lot number on which they reside. Enclosed is a form you may use to capture that information and return to the Board of Directors.

Thank you for your cooperation.

Encl.

Tenant Registration

SUNDAY HARBOR COMMUNITY ASSOCIATION

4600 CALIFORNIA TRAIL RD.

Blaine, WA 98230

TENANT REGISTRATION

Property Owner NAME	
Property Owner ADDRESS	
Property owner PHONE NUMBER	
Property owner EMAIL	
Tenant NAME	
Tenant ADDRESS	
Tenant PHONE NUMBER	
Tenant EMAIL	

I, Sunday Harbor property owner (name) _____

have provided my tenant with the Sunday Harbor Community Association Park Rules and Pet Policy and they have read and understand these Rules. I understand that it is my responsibility to ensure that my tenants follow the rules.

X

Owner

X

Owner

DATE: _____

<http://www.sundayharborcommunity.com/>

revised 9.26.22 Shasta Pettijohn, Secretary

SUNDAY HARBOR COMMUNITY ASSOCIATION

Schedule & Locations of Regular Board Meetings

2024 – 2025

TBD	Blaine Library. Orientation of new members.
July 18, 2024, 6:30 PM – 8:00 PM	Blaine Library
September 19, 2024, 6:30 PM – 8:00 PM	Blaine Library
November 21, 2024, 6:30 PM – 8:00 PM	Blaine Library
January 16, 2025, 6:30 PM – 8:00 PM	Blaine Library
March 20, 2025, 6:30 PM – 8:00 PM	Blaine Library

Meetings are typically held on the third Thursday every other month at the Blaine Library. Meetings details are subject to change. Please check the website <http://www.sundayharborcommunity.com/> for updates to meeting dates, times, and locations.

SUNDAY HARBOR COMMUNITY ASSOCIATION
4600 CALIFORNIA TRAIL RD
BLAINE, WA 98230

ANNUAL MEMBERSHIP MEETING EXPECTATIONS

Date: Saturday, May 11, 2024
Time: 3:00 P.M.
Place: Blaine Library
Directions: 610 3rd St, Blaine

The following guidelines and expectations are being adopted, and will be enforced at all future annual membership meetings, to ensure limited disruption and discomfort for members, and to increase productivity:

1. Meeting members will be checked in at the door. Members consist of homeowners. Homeowners are defined as persons who are on record to title or deed to their real property.
2. Members who are not in good standing, meaning those not current on HOA dues or fines, AND have had their membership suspended, will not have a vote.
3. Each member on the title in good standing is entitled to one vote on each matter.
4. Intent to use a proxy vote shall be submitted in advance to ensure the member is in good standing ahead of time. Any remaining proxy votes shall be handed in at the door.

REMINDERS: PROXY VOTES ARE ONLY FOR MEMBERS WHO CANNOT ATTEND THE MEETING AND DO NOT USE A MAIL-IN BALLOT.

Homeowners who ARE present are not entitled to use a proxy.

A PROXY IS A VOTE NOT A VOICE. As proxies are not homeowners, they may not speak on behalf of a homeowner.

5. As usual, mail-in ballots will still be accepted by members in good standing who have not had their membership suspended.
6. Members may have up to 2 minutes to speak on agenda items at specifically designated times in the meeting. Please save your questions and comments for this time.
7. If anyone becomes disruptive or disrespectful, they can, and will, be asked to leave the meeting.
8. These behavior expectations will be reviewed at the start of the meeting.