

Meeting Called to Order: 2:05PM

Board Attendees:

Jean Salls, Bob Peetz, Suzy Palmer, Ed Delahanty, Dan Jones, Maria Chamberlain, Karen Shaak

Memberships in attendance: 7

President's Report

- Committees have started meeting, progress on the 2013 projects is underway.
- Record keeping – back copies of accounting records are now being saved electronically to enable us to comply with the IRS. We are looking for IRS filings pre 2009. A request is being made to the membership to turn in any old official records.
- Bookkeeper is preparing annual dues invoices; expected to mail in the next couple of weeks
- 2012 Taxes are due this month.
- Bylaws are being proof-read, expect to be final and filed with the state and county within a couple of weeks. Paper copies will be available upon request.

Secretary's Report

December 2012 minutes approved as written and submitted

Correspondence

- Handful of bills received, nothing out of the ordinary
- Some foreclosure notices received and responses of dues status sent
- Branch business – A bill was received but the serviced rendered is unknown. Maria will attempt to learn what they are billed us for prior to a payment being made.

Treasurer's Report

- Waiting for IRS response to civil penalty; no other penalties assessed
- Accountant has spoken with IRS and back taxes have been paid
- Regular bills – water, electricity, propane, and telecom will be paid. Warrants will be signed as paid

Committees

Building and Grounds

Russell Chamberlain reporting:

- Ditch work will be continued later in the year if determined necessary
- Work party to deal with the latest tree that fell was scheduled
- Parking lot gravel will be needed to fill in the divots (5-7 yards)
- →Motion made to order gravel up to \$300 - MMSA

- Garbage can may need to be moved and a new lock to deter dumping
- Propane ordered for the shelter (Amerigas); Russ will check into consolidating the gas to a single contract.

Bylaws

Russell Chamberlain reporting:

- Board members met to re-proof the bylaws
- Suggestion that they be submitted to a lawyer to read to ensure no changes voted and made were illegal. Discussion determined that legal opinion will not be sought.
- Copy of bylaws provided to board members; intention is to finalize and file within a few weeks

Pool Maintenance

Cathie Harrison reporting:

- Meeting was held -5 members attended
- Reserve Association in Federal Way was contacted. This is a planning process that most HOAs undergo as a legal requirement. A reserve review will enable the community to have a framework of assets that is documented and static at various points of time.
- Cathie has contacted a few architects to get preliminary costs for project management and design of pool facility.
- All of the existing bids are old and it was suggested that that bids be re-estimated
- WMS Aquatics was interested in the ACBC project and said they would provide a ballpark estimate with pictures
- Cathie would like documentation of known issues
- LRP will take on the reserve study assessment
- Cathie requested help on creating a comprehensive package so all vendors can have access to the same documentation
- →Dan made a motion to authorize up to \$3950 to secure a Reserve study should the LRP committee decide to recommend the process. – MMSA

New Business

Perc vs Non-perc lots:

- Non perc owners pay half dues (the definition of perc is per the assessors record)
- Judge in Close case ruled that people not paying dues are unduly enriched. Question is whether half-pay is a valid requirement.
- Legal opinion obtained in the past indicated that the non-perc lot owners paying half was not done in a legal manner.
- This perc clause was filed with the WA secty of state
- Each non-perc lot needs to be checked annually to determine the status (is still non-perc?)

Legal Questions

- List of questions reviewed

- RRO – says ambiguity is the only reason for interpretation by an attorney. Some board members don't want legal opinions.

Old Business

- → Motion was made to file the bylaws – MMSA
- Dues invoices to be sent with newsletter on 1/19
- Sue Corliss (social committee chair) inquired about TV parties in the shelter. She is going to follow up on equipment and contact Wave Broadband about connectivity deals.
- IRS - Accountant's office is working on 2010 and 2011 taxes. They are getting receipts from the IRS for employee taxes so we will be current on all back tax issues.

Member Forum

Dustin Frederick inquired about a copy of the annual meeting minutes – they are posted on admiralscovebeachclub.com.

Meeting Adjourned 3:35PM

Submitted
Karen Shaak
Secretary