

**ADMIRALS COVE BEACH CLUB**  
**ACBC-Whidbey.org**

**Board of Directors Meeting – February 21, 2017**  
**Draft**

**CALL TO ORDER**

President Kurt Blankenship called the meeting to order at 7:00 PM

**INTRODUCTION OF BOARD**

President Blankenship welcomed the new Board members – Jennifer Rose Wilder, Marty Lull and Karen D'Ewart to the ACBC Board. On behalf of the community, President Blankenship thanked and congratulated the three retiring Board members– Ed Delahanty, Steve Morrow and Suzy Palmer.

**COMMUNITY ANNOUNCEMENT**

Before continuing with the rest of the meeting's agenda, Kurt asked Gary Winlund, Admirals Cove Water Commissioner, to give the status of the US Navy's testing and activities regarding our Admirals Cove wells. Gary advised the Navy contractors arrived yesterday to sample the active wells - #2 and #3. Well #1 was disconnected some time ago because it was not a good producer. The samples were sent to a private lab that uses the EPA 537 test method. This is 99.3% capable of capturing any trace of the specific contaminants. We should receive their test results in 2 to 3 weeks. When the results are received the community will be notified and the results will be posted on the ACBC official website, the Facebook website and Next Door. A member in attendance also advised they were having this same type of problem in Issaquah. The cause of the contamination is training fire fighters in the use of a specific foam used to fight gas and oil fires. A discussion followed regarding contamination of fuel from planes, safe disposal of materials and fire fighting training sights in the area. The Whidbey News Times will be writing an article to be published in the paper. This has become a worldwide issue.

**OFFICER REPORTS:**

**PRESIDENTS REPORT**

Kurt suggested that future meeting minutes be approved by email. Now they are approved at the next Board meeting. This way they will be posted to our website sooner. Karen moved to approve and Greg seconded same. Approval by email was UNANIMOUS.

**Approval of Annual Meeting Minutes**

Kurt advised there is one change in the draft of the annual meeting minutes. He will contact the member in charge of the committee and will advise of the one item to be added. The meeting minutes will then be ready to post.

**The Election of Officers** occurred at a short meeting after the Annual Meeting.

**The Executive Board** was announced as follows:

President – Kurt Blankenship

Vice President – Dennis Egan

Treasurer - Karen D'Ewart  
Secretary - Mike Tenore

Board Members at Large

Marty Lull  
Greg Behan  
Jennifer Rose Wilder

Law Suit Update

Kurt has been in touch with our attorneys on the status of the lawsuit and he advised an amended petition has been or is about to be filed. There will be further discussion during the BOD's Executive session.

VICE PRESIDENT'S REPORT: Dennis Egan

Dennis advised he would comment during the Committee Reports and the New Business agenda.

TREASURER'S / FINANCIAL REPORT: Karen D'Ewart

Karen first commented that she had never seen Steve Morrow look more relaxed. [Smiles, applause and laughter followed her statement].  
Karen indicated that Steve has mentored her so she would be able to understand how the organization likes to do things. She feels like she has been drinking from a fire hose. Karen stated she is feeling more comfortable using Steve's spread sheet to develop a monthly report. She has tried to create this current report that will be consistent with previous reports. Please see unaudited submitted Treasurers February's Report.

Summary of February Financials:

Total Revenues = \$9,717  
Total Checking/Savings = \$537,281.  
Pool Assessment monies plus interest in Capital One = \$376,878  
Pool Assessment money in Heritage Bank = \$11,410  
Check Disbursement Summary (20 Disbursements) = ( \$20,429.66.)

A detailed spread sheet will be available at the next meeting in March. This will show the following: Dues & Fees Balances, Members Amount; Average/Member; Lots; Non-Perc; Owners; Standing [dues and fees only]; Good Standing; Dues Payment Plan (current); Not Good Standing; Assessment Status: # Lots w/Assessment Balances; Total Assessment Balances and Total Receivables. The Treasurer's Financial Report will be posted on the ACBC website.

SECRETARY'S REPORT: Mike Tenore

Kurt reported for Mike as he is on vacation with his family. Kurt now has a couple of 2015 boxes in his garage that have at least 2" of unfilled paperwork to be filed before they go into storage. The routing of mail and correspondence will be discussed with Kurt, Dennis and Karen.

## **COMMITTEE REPORTS:**

### **GROUNDS AND BUILDING:** Marty Lull

It has been reported that there is a lot of trash at the Admirals Drive entrance. Thank you to those who pay attention and pick up trash. We are looking into getting a new mower firm under contract. Marty also advised that hazardous materials were found on the playground. A discussion followed regarding safety issues on Club property. The suggestion of solar lights, more cameras, and extra eyes are needed. Greg as well as others advised they periodically come down to check the area. Greg also advised the police, at times, are overwhelmed with the Island's increasing needs that they are not even able to assist the Fire Department when called.

### **LAKE OUTFLOW AND LAKE ECOLOGY:** Ed Delahanty

Ed speaking for Mike Tenore – Unfortunately the Bylaws were not changed and we were unable to combine the two Lake Committees. Dennis asked if we had filed the Bylaw changes with the County. Kurt advised that changes had not been submitted but that he would be working on them this week and will send them around for approval [including sending them to Kathy Lemmon] and once all have signed off he will file the Bylaw changes with the County. Ed and Mike are in discussion regards assessing what to do with the outflow pipe to the Sound. The pipe is corrugated and we may need a permit from the County before starting work. Marty advised he has a piece of pipe that might work in the outflow pipe. It's something we should look at and we could possibly install it ourselves.

### **POOL MAINTENANCE & IMPROVEMENT:** Dennis Egan

Dennis is getting estimates for the 5 doors that need to be replaced. He advised there is a possibility that we can get the Navy's SEABEES unit to do the caulking, painting and other work on the building and Shelter as their commander asks them to do a certain amount of non-profit volunteer work. Dennis hopes to make contact within the week to see if this is a possibility.

### **POOL OPERATIONS & SAFETY:** Darla Allen

Nothing to report at this time.

### **BUDGET & FINANCE:**

Kurt – Nothing at this time

### **LONG RANGE PLANNING:** Suzy Palmer

We will be having a meeting soon.

### **COMMUNICATIONS:**

Kurt – We will talk about this in New Business

### **BYLAWS:**

Kurt – A Chairman needs to be appointed, who would then contact the members listed, and get the committee meetings started.

NOMINATING:

Kurt – Premature

GOVERNMENT RELATIONS:

Ed – This committee is for Board Members only.

SOCIAL & WELCOMING:

Dennis talked about Thursday night “Cards” and Friday night “Movies”. He advised they had several movies to choose from. Netflix streams well. There have been good turnouts for Tuesday morning coffee at the Shelter.

Dennis - As soon as the Committees are formed the Social Committee could start working on events for the summer.

Kurt - Jennifer had discussed with him the idea about creating a “Cove Welcoming Packet” for new residents of the Cove. Dennis stated we have a Welcoming Committee in our Bylaws. Both the Social and Welcoming are standing Committees. Jennifer offered to be in charge of the Welcoming Committee and was appointed.

For new families moving into the Cove, the packet could include our Bylaws, Articles of Incorporation, some meeting minutes as well as coupons and information from Coupeville merchants and services. New Cove members contact information may be provided by the Secretary or Treasurer. Field trips could also be planned.

Jennifer also suggested having business cards printed that could be scenic/art work instead of just a logo. The cards would have the Club’s name, address, website and phone number to give to the merchants and new Club members. Marty Lull suggested some cards should also be at the Pool Office. Those using the cards could write their contact info on the back.

Kurt suggested she email the information to the Board and a decision could be made by email.

Dennis moved to approve and Marty seconded the Motion. The motion UNANIMOUSLY APPROVED.

**UNFINISHED BUSINESS:**

Bluff Pipe:

Marty Lull – he has met with contractors Dominic and Todd Graves and will be getting together next week to install the pipe on his property. Hopefully others will be interested in installing the pipe on their property as well. There is a possibility we could use the pipe instead of bumpers [which turned out to be too costly] in the parking lot to eliminate donut activities. The pipe is very thick and could be staked down into the ground. A car or truck running over it would not break the pipe.

Collection efforts for 2012-2013 balances:

Kurt advised he has heard from outside counsel and this will be discussed during the Executive Session.

Renewal of General Liability policy:

Kurt: The Leavitt Group has renewed the policy and reduced the premium by a couple of hundred dollars. We have the Binder and coverage is in place. However, due to our dissatisfaction with this agency we will be looking for another insurance agent.

## NEW BUSINESS:

### Keys to new Board Members:

Kurt has the keys for the new Board members and the Key Log. He will give out the keys and enter same into the Key Log. Kurt can meet with the new Members tomorrow and go over procedures. Also, new Security Codes will be needed.

Dennis said a key should be given to Doug Fielding for the "Shed". Marty Lull advised he had a "Shed" key and could give it to Doug. It was agreed that Ed Delahanty should also have a key, probably a "Master" key. Ed reconfirmed our key account is with Island Key [north of Ace Hardware] in Oak Harbor.

### Policies to New Board Members:

The policies required are on our website under Documents. They are: Code of Ethics; Conflict of Interest; Document Management Policy and Whistleblower Policy. Kurt requested each Board Member to print, complete, sign and bring to the next Meeting. The policies will then be given to Mike Tenore, Secretary, for filing and copies can be made for Karen D'Ewart as copies are needed for completing the IRS filing.

### Finalize and Approve Committees for 2017:

Kurt Blankenship, President, will appoint Committee Chairmen and the chairman will contact those on the committee list to confirm they wish to remain on said committee.

Dennis Egan stated we needed a new 2017 committee list and suggested some names for Committee Chairmen. The appointment of chairman will be done by President Blankenship within the next month.

Communications – is an Ad Hoc Committee. Reviews documents. Use plain language on anything being sent out.

Dennis also prepared a task list to go with each committee and outlined the committee duties in general. Board to approve same.

### Policy regarding write offs on low and foreclosure balances:

Kurt – The BOD needs to come up with a policy considering the following

- Pool Assessment will not be written off

- Foreclosing entity

- Treasurer would be able to write off

A small overpayment could be a credit to next years' dues or we could offer a choice to the Member for a refund or a credit to their account. If a Member owes \$5.00 or less they would be considered in Good Standing.

A statement will not/should not be printed for \$1.00 or less. Steve believes there is a box to check so that a \$1.00 or less statement, per parcel, will not be printed.

Sue Corliss stated she believed there was a law regarding overpayments having to be returned to payor. Kurt advised he would research this and confirm with attorneys.

### Upgrade of website – Assigning someone to be in charge of website:

Kurt mentioned that we really need someone to manage the website. The website should accommodate both the iPhone and iPad.

Jennifer advised that our goal should be to develop a vibrant website to represent the community. Discussion followed regarding the need for the best and fastest way to communicate with members.

Steve mentioned that what we have has to be maintained. It has not been updated – maybe an upgrade is needed.

Sue Corliss said she would like to be able to ask questions and communicate with the official website.

Kurt suggested that members may Email or call the Board with question(s). Again, we need to develop a communication system.

Dennis will work with Steve to accomplish this and update the website.

Jennifer – will check out Square Space and bring suggestions/possibilities to the Board for a possible new way to handle same.

#### Discussion followed about establishing blast email list for Cove:

Federal regulations ?

Steve suggested sending out a mass email with an option to unsubscribe.

Newsletter can be left for distribution at the Pool Office

Postcards too – Provide your email – Information goes to the Treasurer

This would help to minimize the cost of mailings.

Community is entitled to receive communication

#### Position on Jets and Water Contamination:

Kurt asked if the BOD should take a position on behalf of the community and file a Complaint?

Dennis – Not our job

Marty – Has filed on line but has mixed emotions

Kurt – Will look at the Town of Coupeville's statement. It was not anti-Navy.

He will circulate and if the Board decides to do anything, it will be posted on our website.

Discussion followed regarding the OLF: Growlers make too much noise; there will be too many flights; property value concerns; safety hazards; not maintaining altitudes; health issue concerns; may cause problems for members of the community who support the Jets and OLF. Quite a few military families live in the Cove. Ours is the most affected neighborhood.

#### Process for approving payments and issuing checks:

Steve summarized that before money goes to the Treasurer – it is picked up and logged in by the Secretary. The Secretary will circulate to obtain approval for payments and will then give to the Treasurer.

Kurt mentioned that to expedite matters, we may set up a FED EX ACCOUNT for the Cove. Flat Rate Envelopes for mailing to the Treasurer and then Karen may use the Flat Envelopes for mailings back to the Board for the necessary signature(s), et al. The Treasurer can sign disbursement checks and then only one signature would be needed from the Board.

Kurt also brought to the BOD attention that our Bylaws allow for an assistant treasurer and assistant secretary.

Process for keeping up with filing:

Covered earlier. Kurt and Mike will discuss when Mike returns from vacation.

Process for Shelter reservations:

Form is on our website. Dennis Egan handles the Shelter reservations and enters same into his reservation calendar.

REGULAR BOD MEETING ADJOURNMENT:

President Blankenship adjourned the meeting at 9:25 PM and shortly after went into Executive Session.

EXECUTIVE SESSION:

Adjourned at: \_\_\_\_\_

Respectfully submitted by:

Suzy Palmer and Darla Allen  
For Mike Tenore, Secretary