

Admiral's Cove Beach Club
ACBC-Whidbey.org

MINUTES FOR BOARD OF DIRECTORS MEETING
07-18-2017

CALL TO ORDER:

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

INTRODUCTION OF THE BOARD:

Present were Kurt Blankenship, President; Dennis Egan, Vice President; Karen D'Ewart, Treasurer and Directors Greg Behan; Marty Lull and Jennifer Wilder. Mike Tenore, Secretary was on vacation.

APPROVAL OF PREVIOUS BOARD MEETING NOTES:

Meeting notes have been approved by email.

PRESIDENT'S REPORT: Kurt Blankenship

President Blankenship announced that ACBC filed a pleading to the Superior Court for dismissal of the case three weeks ago. Court date has been delayed until September 1, 2017. There followed a discussion about whether or not to publish the pleadings on the website and it was decided by the BOD that the court pleadings will be published on our web site.

Kurt handled out a sample copy of the Newsletter for the Board's input and approval. He advised that it would be best to produce a single page, printed on both sides that could be enclosed with current invoices (labels and stamps will be needed). Kurt advised he would look into getting a bulk permit for future mailings.

Karen suggested we send the statements out with the Newsletter, which would require an envelope for both. The question remained whether the club should charge interest on the unpaid Pool Assessments; however this doesn't apply if a payment plan is in place. **It was unanimously decided that interest would be applied to unpaid dues and to assessments. Said interest on assessment**

payments will only be applied if payment is not received within 30 days of the date of the invoice for same.

OFFICER REPORTS:

VICE-PRESIDENT: Dennis Egan

In response to issues regarding the cost around the wood delivered to ACBC parking lot, Dennis explained that the wood was free and there was no charge to deliver it to ACBC property. Gary Winlund has access to a wood splitter and a work party has been scheduled for July 29th and 30th. Lunch will be provided for the volunteers. This will be posted on our website. There were no objections from the Board.

TREASURER – FINANCIAL REPORT: Karen D’Ewart

Karen thanked Kurt and Mike for stepping in to handle the large task of managing her responsibilities while she was on vacation. There are six checks that have not cleared the bank as of this meeting. Karen stated that she is overwhelmed with the amount of work and is asking if the BOD can help her to find a more efficient way of handling the paper work. **The BOD agreed that ways to streamline the process for approving payments should be considered. After discussion, the BOD approved a revision/modification of the Warrant form to be more consistent with the business model of expense reports.** Since the bookkeeper works on our account once a week and the Board meets only once a month, it would be more efficient if for **reimbursements of \$200 or less, approval by the full Board would not be needed.** Karen feels that we could create a list of approved recipients for using electronic checks to expedite getting payments made. Suggestion: Up to \$500.00 requires two signatures; \$501.00 to \$999.99 requires three signatures and \$1,000.00 and above requires four signatures. There was **UNANIMOUS APPROVAL from the Board** to begin this kind of new protocol for reimbursement.

SECRETARY: Mike Tenore

No report since Mike is on vacation

COMMITTEE REPORTS

GROUND AND BUILDING

Marty Lull suggested we break the large Grounds and Building Committee into smaller sub-committees. For example: individual sub-committees could be formed for the playground, watering, planting more flowers, painting the swing sets, etc. Hopefully we would get more committed volunteers with special interests and this would give us more participation and better results. Marty asked for authority to delegate to the individual sub-committees. The **BOD unanimously agreed** and Marty will draft the notice to be put out to the community in the newsletter and send it to Katelyn to be posted on the web site.

LAKE OUTFLOW AND LAKE ECOLOGY

Dennis: We need to move forward with a permanent fix for the outfall pipe. If we do not we will possibly lose the \$2,000.00 paid for a temporary fix which was contingent on getting a permanent permit. We need to present our plan and drawings to the County. This will be expensive. Kurt will look at the permit and request the County allow us a time extension. Dennis again stated that what has been done is temporary but we need a permanent fix. Cost of a permanent repair of the outflow pipe will probably require a special assessment to the community.

POOL MAINTENANCE AND IMPROVEMENT

Dennis advised the lifeguards have been painting the fence – inside and out. There had been some discussion about the vandals helping with the outside fence painting. Kurt has requested a status on the case from the Sgt. L & I inspected the reserve tank and tank boiler that were installed in the late 60's. L & I suggested we start thinking about replacing them. It will cost over \$1,000.00 plus to replace the recirculating system.

POOL OPERATIONS AND SAFETY

Dennis noted that member Bob Payton, with his experience and knowledge, has been a big help on this committee. One of the lifeguards has been unable to get into a recertification program because of timing issues, but is continuing to try to do so. The Committee agreed to allow him to continue to be an ACBC lifeguard but he must work with a certified lifeguard until he gets recertified and he must also recertify his CPR training. Per Greg, CPR classes are given every 3rd Saturday at the fire station. Dennis will discuss this with the lifeguard.

Dennis advised we have a new lifeguard and requested the Board approve the salary of \$12.00 an hour. **UNANIMOUS APPROVAL received from Board for a**

new lifeguard to be hired so that pool has adequate safety coverage. It has been difficult to cover pool safety as lifeguards have scheduled family vacations.

We have had 2,075 swimmers during the 38-day period the pool has been open. Five Associate Memberships have been sold. Income from Associate Memberships and accompanying swim passes was \$1,675.00. Monies processed through the Pool Office totaled \$12,218.00 including Members paying dues, pool assessments and purchasing swim passes.

BUDGET AND FINANCE

Karen announced that the first Budget meeting would be the first part of August. She will need year to date expenditures from each committee. She will email a request to each of the Committee chairs.

LONG RANGE PLANNING

We do need to find a chairman for this committee.

COMMUNICATIONS

Nothing to report at this time.

BYLAWS

Kurt will send out an email.

NOMINATING

Nothing to report at this time.

GOVERNMENT RELATIONS

Nothing to report at this time.

SOCIAL

We had an excellent turn out the 4th of July. Good participation for Tuesday morning coffee. On Labor Day weekend we will have another free swim day on Sunday the 3rd and a BBQ/potluck.

WELCOMING

Jennifer reports that she is interacting with new residents. She has not yet been able to go downtown and meet with merchants so they can advertise in the Welcome packet. Kurt suggested she call Jackie for some help with this. Karen reports very positive responses to her contacting new folks.

UNFINISHED BUSINESS

Bluff pipe

Seeding on the bluff

Marty will contact another contractor.

Repair of tidegate outflow

See previous discussion under Lake Report.

Newsletter

Discussed earlier under President's report.

Stripes on the speed bumps

Mike Tenore said he would do the painting on the speed bumps.

NEW BUSINESS

Security lighting estimate from CK Electric

After discussion, it was felt that security lighting would spoil the atmosphere around the shelter and pool. The Board agreed and discussed that instead of lighting, we go ahead and install the previously purchased security at the Shelter since pool cameras have been so helpful in identifying vandals. We need two system cameras with motion sensors. Kurt will contact CK Electric.

Meeting with Lake Plaintiffs

Kurt advised the meeting with the some of the lake property owners went well. It's clear that they and ACBC share the goals of a cleaner, healthier lake that would not be disruptive of shoreline properties. There was discussion of going to the County together to see about the necessary permits. It was also discussed that the Board would support their applications to armor their portions of the shoreline. Everyone agreed that it is important to keep the outflow open and

functioning. The County has classified the lake as a Class A wetland and thus no vegetation in it can be removed unless it is blocking the outflow.

Status of Pool Lawsuit

Kurt commented on this under his President's Report.

Status of meeting with parents of the boys who vandalized the pool

Kurt has requested a status from the Sergeant again and hopes to set up a meeting soon.

Shelter fees

There was discussion of how low the Shelter fees are and how long the price has been the same. It was agreed that the shelter is there for members to use at a reasonable cost, but it was also felt that an increase from \$30.00 to \$45.00 is reasonable. It **was UNANIMOUSLY APPROVED to increase the fees to \$45.00, but not until 2018** and in exchange, we would put their garbage in our dumpster.

Status of outflow repair

Already discussed

Warrant process: reviewed and suggestions made to change as previously discussed.

MEMBERS FORUM

No one had any comments.

ADJOURNMENT

Meeting was adjourned at 8:55 p.m.