

**Admirals Cove Beach Club
ACBC-Whidbey.org**

**MINUTES FOR BOARD OF DIRECTORS MEETIN
09-20-2016
Final**

CALL TO ORDER : at 7:05 PM by President Blankenship

INTRODUCTION OF BOD

Ed Delahanty, Vice President; Steve Morrow, Treasurer; Suzy Palmer, Secretary via phone; Directors: Dennis Egan, Mike Tenore, Greg Behan,

APPROVAL OF PREVIOUS BOARD MEETING MINUTES

Approval delayed because one director had not reviewed.

PRESIDENTS REPORT: KURT BLANKENSHIP

None

OFFICER REPORTS

VICE- PRESIDENT: ED DELAHANTY

None. Will discuss "Lake Outflow" under Committee Reports

TREASURER - FINANCIAL REPORT: STEVE MORROW

Dues Income YTD	\$99,462	
Pool Assessment	\$371,591 (net)	
To be transferred	\$19,328	
Pool Donations	\$761.00	
Bank Accounts		
Capital One	\$360,373	
Heritage	\$104,595	
Warrants (64)	\$27,080.25	(Warrants: approved as submitted)

Members in Good Standing

297 paid up
102 on payment plan
399 Total
508 without pool assessment

Review of disbursements done verbally.

Largest expenditures are:

Life Guard wages

SECRETARY: SUZY PALMER

No report

COMMITTEE REPORTS

GROUNDS AND BUILDING: Marty Lull

Parking curbs \$1730.28
Grading cost: waiting on estimates

Toe of the ditch: Landshapers contacted and considered using Eco Blocks and putting stakes in to hold the blocks. Estimate is \$700 to clear out area obstructing the ditch. (speed bump to edge of parking lot) Three possible contractors have been contacted. Need to compare price for same repair and finished surface. Should do this as soon as possible. Moved to approve via email. French drain is not going to be considered.

Tree trimming on lower Byrd: bids will be considered if no volunteers available. Consider removing blackberry bushes. Ed Delahanty suggested that some of the tree trimming can be done by volunteer and use his truck for the trimming and dump run.

LAKE OUTFLOW – Ed Delahanty

We need to file a motion for applications (3) @ \$2000. The lake is a costal lagoon that is classified as a Class A wetland. What to do long term with the lake; allow tides to go in and out as it was initially. Moved and passed that we have a pre-application conference with County \$300-500. We need to evaluate the condition of the pipe first, but it is clearly free flowing. Discussion followed regarding how do we or should we get pipe inspected. What is the cost to replace the pipe? Dennis will contact Gary Winland to see if we could line the pipe after flushing. UNANIMOUSLY APPROVED to proceed with Pre-App at the cost of \$300, not to exceed \$400.

LAKE ECOLOGY – Mike Tenore

No report since the last toxicity levels. Caution sign will be put up when algae is present and warning sign up when toxicity is confirmed.

POOL MAINTENANCE AND IMPROVEMENT – Dennis Egan

Committee is working on the budget items. Most of the budget is for the building and pavement repairs. May need to provide replacement for recirculating pump.

POOL OPERATION AND SAFETY – Darla Allen

**Pool open for 90 days
3,872 swimmers
Total of 477 passes were sold
Pool administration collected \$9,915.00
Club membership obligations (dues, assessments, monthly payment) totaled
\$8,861.05**

Special Thanks to:

**Bremda Wilbur – weekly water for lifeguards
Kimberly Jaderhom & Doug Smith for assisting with life guard duties
Pool Office Staff:
Linda McClure
Susie Pettersen
Midge Stiles
Mary Saurer**

BUDGET AND FINANCE – Steve Morrow

This committee will continue to meet until budget is submitted

LONG RANGE PLANNING – Suzy Palmer

Committee will meet as soon as possible depending on the appeal.

COMMUNICATIONS

Suzy-News Letter

Kurt and Suzy will get info

Carol will help with formatting

Need someone to monitor web site on a regular basis. To be discussed next month

BYLAWS

Met Sept. 14th. Consideration to combine the 2 Pool committees, and Lake Outflow and Ecology committees.

Also discussed the idea that Ad hoc committee can proceed with some actions on their own.

NOMINATING

No report

GOVERNMENT RELATIONS

No report

SOCIAL AND WELCOMING – Dennis Egan

Class for AED will be offered by Greg Behan through the Fire Department (45 min) for the Tuesday morning coffee group. Discussion followed regarding placement of alarm, where to keep keys and compliance issues.

UNFINISHED BUSINESS

BLUFF

Pipe: no one has asked for pipe to date

Reimbursement for Bluff Clean Up Expenses:Ed will follow up

Estimates for Strengthening Toe along ditch and/or clean out-discussed

COLLECTION EFFORTS

For 2012-2013 balances - Since 10-1-12 a group of 17 owes for 19 lots \$39,642.62. **MOVED AND APPROVED** to begin small claims. Kurt will submit to the court. This is just for unpaid dues. Discussed that skip tracers can find those w/o working address (Pending guidance from attorney.) Anything before 9-2010 will fall under statue of limitations.

PARKING BUMPERS will prevent rock damage from car do-nuts in parking lot –reported previously.

CONSIDER THE POSTING OF NAMES OF DUES DELINQUENT ACCOUNTS. This Board is considering retaining outside counsel. Attorney may be consulted \$295/hour to review our documents. Need to enter into representation agreement. **MOVED, SECONDED AND APPROVED** to talk to Penyea Associates. Will ask them if delinquent accounts may be posted to let the community know who is not participating in the maintenance of our community.

RESERVE STUDY – Dennis Egan

Operating budget should be governed by the list of items that drives the Reserve Study. Future average costs are anticipated by the software of this program. This failed earlier because the increase in dues would have to be around \$350 and earlier BOD refused to go outside the 9.9% increase.

Develop a list of items to be covered under Reserve Study. Once we develop the list the Reserve Company can update each year for the cost of approximately \$400

We are limited in dues collection without a member vote to 9.9%. May need to go to membership for a vote to increase dues.

NEW BUSINESS

Decision on bookkeeper : Branch Business Services \$55/hour for 10 hours each month. Can re-evaluate this service after 6 months. Also meeting with Stephanie Nise to help advise. Board agreed to accept an Email vote. **MOVED, SECONDED AND PASSED** to vote electronically.

October 1st statements will not show finance charges for pool assessment amount.

Discussion followed covering questions:

- 1) When to we start adding finance charges?
- 2) Who should receive statement?
- 3) Do we send to those on a payment plan?. Send invoice regarding unpaid dues, but not on assessment. Put this in Newsletter.

Leaving outside restrooms open during winter? Thanks to Dennis to continue to clean year round. When water is shut off the one closest to the Shelter will remain open with water running. Will be pressure washed this weekend and painted in the future.

VOLUNTEERS WITH SPECIAL SKILLS NEEDED:

- DATA ANALYSIS
- WEB SITE EXPERTISE
- HANDYMAN
- SOCIAL MEDIA
- YARD/GROUNDS CARE

MEMBERS FORUM**

Doug Smith asked about the status of the appeal time frame. President Blankenship stated we are expecting it to go back to Island County Court and Judge Hancock after Sept.26th for a final decision.

Two members expressed concern that the information sent with the ballot regarding the pool was propaganda in flavor. President Blankenship stated that the intent was to educate and summarize so that the community would understand what improvements the assessment would bring to the members. Discussion regarding what was sent to members followed.

Recess to EXECUTIVE SESSION at 8:55 PM to discuss legal options regarding appeal. General meeting reconvened and adjourned at 9:30.

RESPECTFULLY SUBMITTED,

SUZY PALMER

**This time is set aside for members in good standing to speak to the Board regarding subjects of concern or interest. It is preferred that members wishing to speak shall sign up before the beginning of the meeting, listing name and address clearly. All asking for recognition will be allowed to speak. Please limit comments to 3 minutes. Questions may not be answered immediately if all information is not available, but responded to as soon as possible. Input requiring a lengthy comment is best submitted in writing. Anyone certainly has a right to disagree

with Board policies and decisions and to ask questions of the Board regarding same. Personal attacks and the use of abusive language against the Board or community members are not appropriate and will not be tolerated. Any speaker engaging in such conduct will no longer be recognized during the Member Forum time and if the conduct persists, will be asked to leave the meeting.