

# 4/18/17 ACBC Regular Board Meeting Minutes

## Call to Order

President Kurt Blankenship called the meeting to order at 7:05 PM

## INTRODUCTION OF BOARD

Present were Kurt Blankenship, President; Dennis Egan, Vice President; Karen D'Ewart, Treasurer; Mike Tenore, Secretary; Marty Lull; Jennifer Rose Wilder and Greg Behan. Greg arrived at 7:30 pm.

## APPROVAL OF PREVIOUS MEETING MINUTES

Mike: I'm happy with my and Darla's meeting notes. They were shared with the Board and approved quickly.

## PRESIDENT'S REPORT

We will put King's demand letter about the Lake on our website along with our denial of their claim. Those involved are property owners Michael King, Margaret Plecki, Chad Nichols, Barbara Nichols and Bradley Portin. The Board agreed.

## OFFICER REPORTS

### **VICE-PRESIDENT: Dennis Egan**

Dennis reported that the CPR was cancelled. Only three people ended up agreeing to attend. It will be rescheduled for June. He also mentioned there would be a "Drug Take Back" event scheduled for April 29. He'll comment on additional items under Committee Reports.

### **TREASURER – FINANCIAL REPORT: Karen D'Ewart**

Dues continue to roll in.

<b>Revenues (from Income Statement as of 03/31/17)</b>	<b>March</b>	<b>YTD</b>
Dues		
Annual	\$ 26,307	\$ 82,522
Annual-Prior Balance 9/30/12	\$ -	\$ 521
Total Dues Revenues	\$ 26,307	\$ 83,043
Equipment Rental	\$ -	\$ -
Facility Usage	\$ 60	\$ 210

Pool Assessment (2016)	\$ 4,329	\$ 17,056
Pool Donations	\$ -	\$ -
Pool Usage	\$ -	\$ -
Returned Check Fees	\$ -	\$ 50
Service Charges	\$ 27	\$ 540
Transfer Fees	\$ 150	\$ 500
<b>Total Revenues</b>	<b>\$ 30,873</b>	<b>\$ 101,399</b>

### Checking/Savings (from Balance Sheet)

Capitol One – Savings #6669		
C1 – Pool Assessment-2016		\$ 375,000
C1 – Interest, Pool Assessment-2016		<u>\$ 2,181</u>
Total Capital One – Savings #6669		\$ 377,181
Capital One – Savings #9078		
C1 – Contingency/Reserve		\$ 64,000
C1 – Interest		\$ 732
C1 – Restricted, Playground		\$ 4,959
C1 – Savings		\$ 35,052
C1 – Restricted, Pool		
Total Capital One – Savings #9078		<u>\$ 104,743</u>
Heritage Bank – Checking		
HB – Pool Assessmen-2016		\$ 20,780
HB – Pool Donations		\$ 908
HB – Restricted, Erosion		\$ 9,152
HB – Restricted, Hardship		\$ 1,650
HB – Swim Scholarship		\$ 162
HB – Unrestricted		\$ 101,610
HB – Restricted, Playground		
HB – Restricted, Pool		
HB – Suspense		
HB – Contingency/Reserve		
HB – Other		<u>\$ (4.50)</u>
Total Heritage Bank – Checking		<u>\$ 134,257</u>
<b>Total Checking/Savings</b>		<b>\$ 616,181</b>

### Dues & Fees Balances as of 04/12/17

	Members	Amount	Avg/Mem
<=\$ 10	384	\$ 4	0
<=\$ 100	11	\$ 557	51

<=\$ 250	113	\$ 21,827	193
<=\$ 500	34	\$ 12,273	361
<=\$ 750	13	\$ 8,179	629
<=\$1,000	16	\$ 12,898	807
<=\$1,500	9	\$ 10,898	1,211
<=\$1,500+	<u>9</u>	\$ <u>19,742</u>	2,194
<b>Total</b>	<b>589</b>	<b>\$ 86,399</b>	

<b>Lots</b>	691
Non-Perc	84
Owners	589

Standing (Dues & Fees only):

Good Standing	384
Dues Payment Plan (current)	7
Not Good Standing	198

Assessment Status:

# Lots w/Assessment Balances	304
Total Assessment Balances	\$249,596
Total Receivables	\$335,995

**Check Disbursement Summary from 3/22/17 to 04/17/17**

<u>#</u>	<u>number</u>	<u>date</u>	<u>name</u>
1	LBS9WWZU	03/27/17	Coupeville Storage + Industrial – rent – 6
	months	\$ 420.00	
2	XB49HWYU	03/27/17	Puget Sound Energy – 75 Keystone
		\$ 87.09	
3	5B89ANS9	04/05/17	Surety Pest Control – 75 Keystone
		\$ 48.92	
4	4953	04/05/17	Neis CPA Inc. P.S. – accountant
		\$ 165.45	
5	4954	04/05/17	Chan Ye – bookkeeper
		\$ 156.25	
6	4955	04/05/17	Shelter refund
		\$ 30.00	
7	3B89XNVD	04/12/17	Associated Petroleum Products - propane
		\$ 41.54	

8	RBT9MNVD	04/12/17	Frontier Communications – phone &
	broadband	\$ 67.03	
9	3B79MNVD	04/12/17	Island Disposal – garbage
		\$ 30.14	
10	HBV9LNVD	04/12/17	Three Men & A Mower LLC – Lower Byrd
	roadside	\$ 109.99	
11	YBS9XNVD	04/12/17	Whidbey Telecom – security & alarms
		\$ 21.74	
12	4956	04/12/17	reimbursement – facilities
		\$ 1,376.25	
13	SBG9WNH4	04/17/17	FedEx – postage/shipping
		\$ <u>20.91</u>	
			<b>Amount</b>
	<b>disbursed</b>	<b>\$ 2,575.31</b>	

**SECRETARY: Mike Tenore**

Darla and Suzy have been a huge help! We're finding that it's much more cost effective to use the US Mail rather than FedEx to get the mail to Karen.

**COMMITTEE REPORTS**

**GROUNDS AND BULDING:**

**Marty Lull:** We had a small volunteer turnout for the work party but we accomplished quite a bit. Some repairs were done on shed. A faucet in one of the bathrooms was fixed. Most of the work was done on the pool building. The mowers have been here twice so far this year. They are doing a pretty nice job. I asked about them doing the lake side and the boss said he would come out and look at it and it probably can be done for no extra cost. Dennis advised he had mowed the lake side last year with his riding mover but the blackberries were getting out of hand and needed to be removed. Marty also advised he would be scheduling the septic tank to be inspection soon. Kurt: The tank needs to be inspected once a year? Marty – Yes. The septic company will submit the report to the County.

**LAKE OUTFLOW and LAKE ECOLOGY:**

**Mike Tenore and Ed Delahanty:** Ed has had trouble coordinating with the County – he further advised it was partially both of their faults. He called the County again today but did not receive a call back. Since we last applied for the permit there was only one – now there are three. Ed needs to know which one to file.

Hopes to line pipe and do something with tide gate. Emails and phone calls aren't working. Mike: This has gone on for so long. We were supposed to receive a report but have not. We were supposed to receive the report from Janet. He will contact her again. She has lost two people on her staff and they haven't been replaced. Kurt: Delay then is on their end? Mike: Yes. Dennis: When we submit application aren't we supposed to submit drawings too? Ed: One permit covers everything, but .... Dennis: One permit to cover all three? We should still have to submit drawings. Will we have to pay one fee or three fees? Each fee costs \$1500.00. Ed: We are hoping one permit will cover everything and we can go step by step. We need to cover the pipe on the outside. Mike: Water is starting to turn brown. Algae will most likely bloom again around Memorial Day. It will probably repeat the same pattern as last year. We'll get the bad smells again as the algae blooms and then dies off. We'll most likely repeat the same cycle as we last year during the summer. Algae is a problem nationwide. A lot of lakes in Washington are experiencing the same problems as we are. Greenlake is one prime example, and they are flushing it with extra water to help control the algae, along with treating it with alum.

### **POOL MAINTENANCE AND IMPROVEMENT/POOL OPERATION AND SAFETY**

**Dennis Egan:** Three of the five doors were replaced in the pool building. The ivy was cut back and off the fence. We weeded around the fence. Only 5 people showed up for the work party. The Social committee supplied the lunch. Hinges were fixed on the outside bathroom closest to the Shelter. Dennis will schedule all the necessary inspections. The pool committees decided we did not need a head lifeguard this year. We would work with one of our lifeguards to become lead in the future. We decided we didn't need to advertise for lifeguards. We will have 5 – all returning from last year. We will open the pool Memorial Day weekend – May 27, 28 and 29. Free Swim will be on the 28<sup>th</sup> along with a BBQ and potluck picnic. Board agreed. Dennis questioned as to whether or not we needed to do a background check on the lifeguards again this year. The Board said we should do the background check on all. Dennis: The pool will open on June 13 and close September 4. Board agreed to the pool hours being 11 am to 8:00 pm. Pool hours Monday – Friday: 11:00 – 12:00 Lap swim – adult members only. 12:00 – 1:00 2 lanes lap swim – members and guests and water aerobics Monday-Wednesday-Friday and swim lessons Tuesday-Thursday taught by volunteer Debi Karjalainen. There will be no lifeguards 11:00 – 1:00. There will be open swim 1:00 pm to 7:00 pm with lifeguards. 7:00 – 8:00 pm will be lap swim for members and guests. Passes: After a lot of discussion from the BOD it

was agreed the Family Pass would cost \$150.00; the Individual Pass would cost \$75.00; the 10-punch card would cost \$40.00; the 5 punch card would cost \$20.00 and the Day Swim would cost \$5.00. Dennis: Anita at Island County told him we could have Associate Members [example – Island Athletic Club – Freeland]. For Associate Members to join they would pay \$200.00 plus pay to swim. [To rent the pool there would be a two-hour minimum - \$200.00 per hour with lifeguards present. The rental would have to be in the morning between 9:00 and 11:00 am. Dennis: Those Members requesting the return of their paid pool assessment will not be able to use their 2016 or 2017 pool assessment free passes. BOD agreed. The pool brochure is in the process of being prepared with all the changes. The Board agreed to allow the 2016 pool assessment passes to be carried over [for those not requesting a refund]. The physical Pool Pass cards are kept in the Pool Office. The BOD also agreed to [1] donated passes could be carried over to 2017 and [2] Free Swim Days and BBQ/Potlucks on Sunday, May 28<sup>th</sup>, Tuesday, July 4<sup>th</sup> and Labor Day weekend Sunday September 3<sup>rd</sup>. For all – you must be a Member in Good Standing.

#### **BUDGET AND FINANCE**

No report

#### **LONG RANGE PLANNING**

No report

#### **COMMUNICATIONS**

The new website will be reviewed by Katelyn later in the meeting.

#### **BYLAWS**

No report

#### **NOMINATING**

No report

#### **GOVERNMENT RELATIONS**

No report

#### **SOCIAL AND WELCOMING**

**Dennis Egan:** Tuesday morning coffee has been very successful. Game and movie nights have not been that successful. The Social Committee will prepare the BBQ

items, home-made ice cream and root beer. Members will contribute the potluck casseroles, et al.

## **UNFINISHED BUSINESS**

### **Bluff pipe**

Marty Lull – nothing new.

### **Collection Efforts for 2012-2013 balances**

The Board continues to do what they can to collect money owed.

### **Code of ethics**

### **Conflict of Interest**

### **Document Management Policy**

### **Whistleblower Policy**

New Board members are turning in the necessary papers.

### **Upgrade of website (presentation by Katelyn)**

Katelyn showed the Board and those attending the meeting the new website which everyone thought was very impressive. She explained all the functions on the new website.

[1] Legal name is: Admirals Cove Beach Club or just Admirals Cove

[2] Most pages have same headers

[3] Make sure everyone can participate

[4] Welcome page

[5] Documents page

[6] Committees information page

[7] Contacts – Board of Directors – page

[8] Resources – i.e. Water District information, etc.

[9] History page

[10] Beach photo page

[11] Pool photos page

[12] Need permission from Members submitting photos that it is okay for us to post on website.

No names of children should be posted.

[13] Pool information page

[14] Shelter information page

[15] On line payments thru PayPal page – payments are secure

- [16] Events page
- [17] How to subscribe to Newsletter
- [18] How to opt out
- [19] Input items that would be of interest to community
- [20] There'll be a few that will squawk
- [21] Credit card expense – PayPal – Dennis: Who pays: Member or Club?
- [22} Directory – Public records
- [23] Karen: How payment program works. Just charge what dues are. Add PayPal fee. It's not an ACBC fee. There will be a special set up for those that have more than one lot. Only one transaction would be necessary. Lot number or numbers must be included from Members.
- [24] Members only page – sign up

### **Email blast for Cove members**

Working on this.

### **Possibility of changing insurance agents**

Kurt: There still is the possibility of contacting other agents, but at this time Kurt was very impressed with our agent acting in a timely and professional manner regard the King demand letter.

### **Process of approving checks**

Karen: She is working with the CPA and bookkeeper directly. As long as people are willing to wait we should leave process as it is now. Kurt: There are those payments that should not wait until following Board meeting.

### **Business cards**

Kurt: Business cards and welcoming packet are all tied together. They will be discussed at next meeting. Jennifer agreed.

### **EXECUTIVE SESSION**

Executive session to follow – legal issues will be discussed

### **ADJOURNMENT TO EXECUTIVE SESSION**

Kurt adjourned Regular Board of Directors meeting at 9:05 pm.

Executive Session began at 9:15 pm and ended at 10:30 pm.

