



Sunlight Waters CC Board Meeting Minutes January 2023

Call to Order

The January 14, 2023, meeting of the Sunlight Waters Country Club Board of Directors was held in the Clubhouse, with a remote option using Zoom.

Call to order by President Dave Korpi at 10:02 AM.

Attendees

Roll Call

Dave Korpi (President), Doyle Beekley (Trustee), Bill Porter (Trustee), Donna Mayo (Treasurer), Jeannine Takaki (Secretary), Mike Josenhans (Trustee), Brandy Lobdell (Vice-President)

Guests

Erin Schultz (Office Manager)

Approval of Minutes

Motion to approve both regular (Dec 10, 2022) and special meeting (Dec 3, 2022) minutes. Seconded; approved.

Treasurer's Report

Secretary (Donna Mayo) presented this month's figures:

- Checking: \$38,271.41
- Savings: \$33,455.63
- Checking debit: \$934.79
- Reserve: \$65,340.47 including
 - Transfer to checking for HVAC: \$16,740.91
 - Transfer from saving: \$ 4,416.67
- Total: \$138,002.30

Dave noted that we technically don't have to approve the report, though we can reject it. So no action. No further discussion.

Facility Manager's Report

The new Facility Manager reported on activity since hired:

1. Dues invoices went out.
2. Please let office know your correct mailing address.
3. Have begun to dive in and better understanding processes. Found a report that showed 47 accounts in QuickBooks that are overdue for a total of (total of \$78,854.82). Eleven (11) of those were just for last year's dues.
4. We have a total of 280 accounts, with 47 in arrears. Of those 36 are aged accounts, for \$78,854 total in arrears. Yearly revenue is about \$110,400.00.
5. Enforcement of CCRs and bylaws: Beginning to track in a spreadsheet. As homeowners, if you see something that merits a fine, let the Office know to send out a warning notice.

Old Business

Bridge Update

Since KRD posted the bridge in September 2021, we have learned that we need to take over the bridge. The engineering report from Dec 2022 included options for strengthening the bridge, all very costly, between \$300,000 and \$400,000. People have wondered if we can fund this even with special assessments.

The big issue is that homeowners below the bridge were notified by the Fire Department that there can be no fire service for their homes, since the fire truck and tender are too heavy for the current bridge weight limit. Obviously, the bridge cannot support larger trucks.

A cheaper option would be to strengthen the bridge the minimum needed to support fire trucks, rather than strengthening the bridge for full legal loads. The Fire Department provided the weights and dimensions of their equipment. KRD and the Bureau of Reclamation agree that this could be done. The engineer who did the load rating and concept study will review the specs for the two fire trucks and help with permitting. Essentially we would be issuing a permit to the Fire Department to get their equipment across. We hope to know in a couple of weeks.

We can also check out the conditions on the load rating. For example, we could do some actual material testing on the steel, rather than accept standard assumptions. KRD gave us permission to do these tests.

Discussion:

- How does weight of fire truck compare to a concrete truck? A: fire truck is 18 tons and the tender is 24 tons. A concrete truck is much heavier.

APC Chair Appointee

The President insisted that we name a committee chair, since the committee is provided for in the by-laws. Jeannine offered to lead a committee on a caretaker basis (minimum required tasks only).

Action: Jeannine was nominated. Seconded and approved. Several community members expressed interest.

Assignments

Insurance for bridge

Brandy has taken over from Dave and Pam. Insurance for the bridge at this point is liability only, but we are trying to get property coverage, to ensure full replacement value if anything happens to the bridge.

Arborist for three hazard trees

Easton Ridge Tree Service. Road is still icy but will come do the work when road is less icy.

Firewise

Changed password. We need to make a payment, but the previous Firewise account is in Pam's name, and we have been unable to update that. Workaround is to open a new account, and get them to refund earlier payment of \$176. Donna and Erin are working on it.

Annual meeting date conflict

Annual meeting is scheduled on the third Saturday of May in the Articles of Incorporation and the Bylaws. Dave cannot attend the third Saturday of May because he would lose big money by canceling a trip. Brandy (Vice-President) refuses to lead the meeting.

Options include:

- We could add to by-laws a stipulation that normally it is on the third Saturday but can be fluctuated according to circumstances. Since by-laws specify time and date of meeting it would be difficult to change that this year.
- Another Board member could lead the meeting.
- Hire a professional Chairman.
- Board compels Dave to be here.

- Call a special meeting in lieu of the annual meeting,

Action: Motion to hold a special meeting to okay a change to the by-laws to support changing date and time of the meeting, if otherwise noticed by the Board, to any date between May 1 and June 15. Seconded.

Discussion:

- Amount of advance notice required is specified in by-laws.
- Suppose you hold a vote but the meeting date change isn't approved?
- Jerry suggested a simpler solution: call a special meeting, with sufficient advance notice, for the second Saturday of May.

Action: Motion retracted.

Action: Board will set a special meeting and send notice to the community as described above. Governance committee will assist on wording if needed.

Committee Reports

Community Committee

Brandy reported on committee activities and events:

- Next event proposed is a community garage sale, April 21-23rd. Items would be sold at individual houses. But at Clubhouse we would maybe offer hot dogs and chili.
- Gearing up to do newsletters. Nic is on the committee and plans to issue a newsletter quarterly and has some ideas - life events, meet the members, and fun stuff. She also looked at some lovely older newsletters.
- Erin has a spreadsheet to track emails so we can contact people electronically.
- Welcome packets for new residents, and a FAQ. Rough draft by February, publish to all by general meeting.
- People need to know about Firewise and tracking hours.
- The committee welcomes feedback about events, plans, etc.

Architectural Planning Committee

Jeannine is now chair. Goal is to update charter.

Roads Committee

- Now plowing with the new vendor.
- Talking about budget for plowing for next year.

- Getting roads plan from Tommer for next year's budget. They recommend doing chip seal on Loel Place and Clubhouse Road and patching Twin Lakes as far as the bridge.
- They will send weight ratings on their vehicles fully loaded. Might be able to do patching below the bridge.

Pool Committee

No action; too much else to do. Bids are being sought.

Select Committee for Budget

- We called the company that did the reserve study with required changes. It will take about 3 days to get the updated reserve study back. For example, the number of residents/lots is different from when the study was done. We should also add maintenance costs for the pool, the Baker Building, and the bridge if we go with fire capacity plan.
- We need additional members for the Budget Select Committee. Please volunteer to help us review and prepare the budget before the annual meeting.
- Forecasts should include replacement of pool and bridge. The bridge is already 90 years old and 75 is the normally expected lifetime. Pool will need replacement at some time.

Governance Committee

No report.

New Business

New Years Eve Incident

The President read from the Facebook post, having no additional facts.

Summary (not verbatim):

Several neighbors gathered to play games (ping pong, dice) etc. Clubhouse was not rented but was being used for an impromptu gathering. The Board did not organize or sanction the event but some Trustees were present with families -- about 30 people in all including children. A fight broke out after 9:30 PM and some people were seriously injured. A weapon was brandished but no shots fired. One person was taken to hospital and refused to be admitted. One person was taken into custody. Altogether 7 police cruisers and 8 emergency personnel were on scene. A glass table was broken. No other property damage was reported. Members came on New Years' Day to clean and straighten up.

Statement:

We abhor the violence. It was dangerous and shameful. All community members are sad about what happened. The Board should update the published policy of clubhouse use and rental for private party functions. We need to review policies and see if we are being too lax.

Discussion:

- When does clubhouse need to be rented, vs, people getting together and having fun? Is it based on time, the number of people, is it based on having food or drink, on alcohol?
- Should we have more restrictive rules on how Clubhouse is used?
- Should alcohol be restricted for non-reserved functions. Should we prohibit alcohol at all times? By state law, if you rent clubhouse for a reserved event and intend to serve alcohol, you are required to have a banquet permit from the state liquor board.
- It is important everyone understand how Clubhouse use works with liability insurance. We should clarify with our insurance how this works, and if we are liable, and under what conditions. Also find out if insurance covers such uses.
- Reality is that people want to drink in the Clubhouse for events. But we need to understand the liability.

Additional discussion from the floor:

- Insurance is key. For rentals, if you want alcohol, you need to provide a specific insurance form called an accord. To get the accord, ask your homeowner's insurance to extend personal liability to a specific event and date. Note that the company may choose not to provide it. Regardless, the community still has liability. Due diligence would be to make sure they had a banquet permit.
- Many would prefer an alcohol-free zone. Over consumption leads to bad outcomes.
- Our policy should make clear disclosures about security footage, including audio and video, that is routinely captured, and make it clear what actions are used in investigation. In this incident, surveillance footage was turned over to police.
- According to the police report, three Board members were present. Did they plan the event? A: No, they were just invited.
- The event was not a private event. The Clubhouse was rented for that day for a wedding, but cancelled two weeks before. The Board does not have duty to inform people.
- Community is supposed to be rented before you have a party. Place was used for a party against the rules.
- A person was injured. How can we hold people accountable?
- Should we talk to an attorney? Yes, but we can't afford it.

- People were way too drunk. If you invite someone, you are responsible for them. Monitor alcohol use by your guests.
- Statements made to police include ongoing threats to people in the community by someone from outside the community. The community member who invited the violent guest made additional threats later.
- Party was pleasant until there was a noise around the card table and broken glass. The disruptor and injured party were said to have been arguing before that.

Summary:

- Community is aghast.
- Up to the Board to discuss and impose further restrictions and punishments. The Board must update the use policy and probably add fines or restrictions on use of Clubhouse.
- The table will be replaced; the community will not pay for it.
- We are not a court of law and do not have the power to litigate or punish.

Action: Please submit your recommendations for how the Clubhouse use guidelines should be updated, such as:

- Revoke keycards for people who do not follow guidelines. Currently, keycards are revoked only for being behind on dues. Cannot arbitrarily suspend someone's key card. So can we revoke for specific behaviors, and how do we define that?
- Add fines for property damage. Require financial responsibility on rentals.
- No alcohol; no weapons.
- Require banquet permit and accord from insurance policy.
- Ensure that all Clubhouse rentals and cancellations are posted in online calendar (web site).
- Add more signage about prohibited behaviors.
- Determine who in the community invited the disruptor and consider disciplinary action.

Submit guideline changes via email and be specific.

Asked Kym to help review submissions.

[Facebook](#)

Carl does not want to run the Community Connect page and asked Brandy to take over. Brandy asked:

- Is everyone okay with that?
- Is there a conflict of interest?
- Should I get a co-admin?

- Community page has been good and we want it to be positive.

History:

- Only one Facebook site is official. Community Connect serves a different purpose.
- Once the web site was used for all official notifications, but became disused.
- The official Facebook was established by the Facility Manager because it was easier for her to post there.
- The Community Connect FB page was established 2012 or 2013 to fight the City of Seattle and state, who were planning to put a garbage processing site next to us.

Discussion:

- Brandy maintains both. (Thank you Brandy!)
- Negativity and harshness on the Community Connect page is a detriment to the community. Needs moderation and some rules.
- Community site also needs some cleanup of membership. Some former members still cause problems.
- Recommend we use the web site for official notifications since our great webmaster Jason updates fast.
- Can we eliminate the official Facebook site too?

Conclusion:

1. What happens to the community page is no business of this Board. We cannot control who creates what pages on Facebook. What happens to community connect site is up to its members.
2. Agreed to keep the official Facebook page for convenience, and keep the web site updated.

Annual Meeting Preparation

Committees should come next month with a list of items to present at annual meeting.

Need nominations for officers and trustees in advance.

Ballots need to be ready to go. Need a slate of people that are going to run. Every printed ballot will have space for a write-in.

Agenda, budget, handouts, all need to be ready to go by Friday after the April Board meeting, which would be 30 days before the special meeting.

We do allow mail in ballots. Do we allow electronic ballots? (No.)

List of open positions:

- Officers: Vice-President and Treasurer were appointed mid-term so those positions must be voted on. The term of the Secretary is ending so that position is open.
- President was voted in last year for a 2-year term.
- Five of the Trustee positions are open.

Discussion:

We have never had a written ballot that listed all nominations for all trustees and officers. How do we vote for someone who stands at the meeting? A: Enter the name as a write-in.

Action: A motion was made to create a Select Nominations Committee to prepare for the annual meeting. Seconded; approved. Dave will lead with assistance from Governance committee.

Open Floor

- Questions about tree removal. And what about the brush pile? A: In progress.
- What about a playground? A: No, for insurance reasons.
- What about trees and picnic are near lake? A: Have discussed many times.
- Dogs. We appreciate people walking their dogs on leash. Someone has been running their dog from the car, which is unsafe, and the same dog has been off leash multiple times. If you see this, please send an email to the office, and get a license plate or a photo. The only way we can address violations is if community reports it. You can also report people whose dogs poop and they don't pick it up, or out of control dogs.
- Can we have parking near lake? A: Yes, by the sand pile.
- Please post more signs (alcohol, weapons, etc.)

Executive Session

No Executive Session.

Adjournment

At 12:25 a motion was made to adjourn the meeting. Seconded and approved.

Revision History

January 14, 2023	Src document created
January 18, 2023	First round of edits

January 18, 2023	Posted to Zoho for review
February 11, 2023	Revisions based on Board feedback; posted to Zoho for review
February 11, 2023	Approved at regular Board meeting
February 13, 2023	Cleanup. Exported to PDF and sent to Webmaster.