



Sunlight Waters Country Club

Sunlight Waters CC Board Meeting Minutes Feb 11, 2023

Call to Order

The February 11, 2023, meeting of the Sunlight Waters Country Club Board of Directors was held in the Clubhouse at 10 AM, with a remote option using Zoom.

Call to order by President Dave Korpi at 10:01 AM.

Attendees

Roll Call

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

Guests

Facilities Manager, etc.

Members not in attendance

Bill Porter (excused)

Agenda Approval

Add 8f for bridge proposal. Approved.

Approval of Minutes

Secretary Jeannine Takaki noted edits and corrections made by Dave Korpi.

Motion to approve minutes as corrected; seconded, approved.

Treasurer's Report

Treasurer Donna Mayo presented this month's figures:

- Checking: \$30,739.44
- Deposits: \$28,721.92
- Debits: \$36,253 including \$13,406 to savings
- Debit card checking: \$934.79
- Savings: \$42,446.48
- Transfer to reserve: \$4,416.00
- Reserve savings: \$69,760.09 including above transfer

A motion was made to approve the reports; the motion was seconded.

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Discussion:

- Dues are coming in and will be considered overdue on March 31.
- Some dues that were received represent money for the year ending March 31. Others are for next year, which are transferred to savings.
- We continue to make deposits to reserve every month.

Action: Treasurer's Report approved.

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Facilities Manager Report

Correspondence

- Invoices have been sent, so let her know if you have not received one.

Accounts in arrears

- Last month 47 accounts were in arrears, for a total of \$78,854.83.
- This month 41 accounts for a total of \$72,229.34.

Liens

- Liens that are active and correct: 20
- New liens to add based on current rule (over one year of bad debt): 14
- Liens that need to be released: 9

When someone owes money long enough, we record a lien against that parcel. If they pay the due amount, we release the lien, at their cost. Thus, if you are behind on dues, you pay for both recording and releasing the lien.

To record or release each lien now costs \$212.50, which is applied to the past due account. (In the past liens fees were much lower.) However, in nine (9) cases, the owner paid the due amount, but we never released the lien with the county.

Collection accounts

- We are using Evergreen Financial. Their success rate is 80%.
- We have 5 active accounts in collection We have not added accounts since 2020.
- We want to investigate other options, such as using a company that sends a letter first. We are getting quotes.

Enforcement

- No formal complaints filed since last meeting.

Discussion

- Liens vs collections: We send account to collection first, then apply a lien, then resort to foreclosure.

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- Anyone that has not paid by March 31 automatically has a legal lien against the property. However, we need to exercise our legal right to record the lien.
- Accounts that are current or ahead on payment: 52

Correspondence

None

Unfinished (Old) Business

Bridge update

We received weights of vehicles from the Fire Department and sent to the engineer for analysis. The bridge is deficient for those weights. We had a company get samples from the steel bridge and tested them for strength. Optimistically, we think we can increase bridge strength enough to allow fire department vehicles across. Should have go/no-go by next month.

We would state to Fire Department that we have had engineering done and it is rated for their vehicles to pass, using a stamped letter from the engineer.

We would also notify KRD and Bureau of Reclamation and get load rating signs updated and reposted.

Larger vehicles such as concrete trucks are still not permitted. We need to consider long term plan.

Insurance for bridge

We found a company that will do full replacement. We are waiting for a quote.

Tree removal

Three trees were removed by Wilderness Ridge for \$1297.80. Sent invoice to Erin. Thanks Bill.

Firewise

- Need to replace the account, probably using a new account under the Facility Manager's name. We will get a refund for money paid under the old account that we cannot access.
- We need Firewise volunteers. Doyle volunteered to lead efforts. Brandy will post the call to action.
- Mike needs Erin's help with recording Firewise hours.
- Firewise activities planned: Put up a bin. Conservation district has a chipper available and can set up a date to do chipping, including providing chipper and crew. Get estimate from Gibson for placing and picking up the bin.
- **The Conservation District has volunteers who can help the elderly or disabled. If you need help, please reach out to Wendy Meeks for details.**
- DNR is offering up to \$3000 in microgrants to cover similar activities.

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Special meeting planning

As discussed at the last meeting (Jan 2023), we need to change the date of the annual meeting since several board members are not available on the regular date. The solution agreed on was to hold a

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special meeting for the 2nd weekend in May. At the special meeting we would then vote to suspend the regular annual meeting held the third weekend of May. Notice would be sent to membership no less than 14 days nor more than 60 days in advance.

Action: Motion was made for the Board to call a special meeting on the second weekend of May to do the regular business of the annual meeting and suspend the third weekend of May. Seconded and approved.

Assuming the new date, the following preparations are required:

[1] Resolve all issues by the regular Board meeting of April 8th.

[2] Send out meeting packet by April 14 for 30-day notice.

- Ballots for elections –in person and proxy voting only
- Minutes of last meeting
- Annual financial statement
- Summary of reserve study findings
- Proposed annual budget and dues
- Any proposed special assessments

Discussion:

- If we email the packet to those who opted in, does it mean they can return their votes by email?
- Should we allow absentee ballots? This complicates voting.
- Discussion of various electronic voting methods, and of methods for tallying votes when there is a combination on in person and absentee ballots.

Action: No absentee voting this year. If you feel we need this method of voting, please volunteer for a committee to work on methods and timing.

Committee Reports

Architectural Committee report

Working on a guide for new property owners. Thanks Kyle.

Governance Committee report

Need volunteers to review info sheet about proposed by-law changes.

Community Committee report

- Feedback: Let's move the garage sale further into May for better weather. Maybe first weekend in May? Stay tuned.
- Newsletter: Nic is working on it. The goal is a quarterly newsletter, the first in March 2023.
- Welcome packet – will ask Board to review.
- Use of email for communication: We decided to use email for correspondence, events, and for newsletter, but not to take polls or ask questions. That would be done on Facebook.

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- Community Facebook page will be handed off to someone else on Feb 20 – still looking for a site admin.
- Annual meeting: We will have a schedule of events, a full welcome packet, and a volunteer signup for all things – events. Firewise, etc. Please volunteer! It takes a community to run the community.

Roads Committee report

New information from Tommer about next year's plans and budget.

Pool Committee report

- We have asked that the current pool be included in the reserve study. Say, for example, the pump fails. We need to anticipate repairs in our budget.
- Vince and Carl talked to Alex Ybarra about getting a recreation grant to support pool construction. We would need to submit the grant application by February 17. Ybarra's secretary will provide details. The grant is intended to support recreation for low-income communities and new recreational investment.

Budget and Reserve Study

- Waiting for projected costs of road work and will post that on Facebook.
- Reserve study: We have added the pool and the bridge to avoid big surprises. The full report cannot be mailed because of its size. See the web site.
- Budget process: We need community participation. Will post on Facebook.

Nominations

- A Nominations committee was created. Invitations were posted on Facebook, and we have received a couple of responses.
- Five (5) Trustee positions are open - positions 1, 3, 5, 7 and 9.
- Please talk to your friends and encourage them to run.

New Business

Enforcement of CCRs

Many people are concerned about the fracas at the New Year's party. However, at this point, citations are not warranted because:

- No one who was in the building made a complaint to the office.
- Nothing was recorded.
- The Clubhouse was not rented. People were coming and going.
- Damage was done but members were not responsible.
- The person in the police report was not a member and no one has claimed them as a guest.

A similar discussion regarding an event in the middle of January (gunfire on the lake).

- Two members saw it happen but neither of them was willing to speak.

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- Another witness said it was not an infraction and was prepared to testify to that matter.
- Sheriff should have been called.
- You can also call the Game Warden. It is not allowed to shoot animals just because you don't like them. They can suspend your gun rights.

Comments:

- The Board has the ability to cite members for infractions of our CCRs. That's it.
- The New Year's party was not an official event.
- When there are incidents, we need to remind community of the laws to avoid negligence.
- We cannot prosecute a citation if we do not have witnesses. To get the Board to take action, we need people to report violations and preferably provide video or photo evidence, or at least be willing to come forward when there is a hearing.
- When in doubt, call the police and have them sort it out.
- A backboard is required for shooting. A tree does not constitute a backboard.
- Asked the Board to review the proposed changes to the Clubhouse Use Guidelines.

Use of attorney services

The President has consulted with an attorney on several issues. Responses heretofore have been provided to Brandy (as Vice-President) with a copy to the Facility Manager.

However, each consultation costs money. Should we limit this activity in any way? Asked for a clear process as to who gets the information and what kind of approval is required.

Suggestion:

- The President will describe the criteria he uses when deciding when to consult an attorney.
- Results will always be copied to all Board members.
- It is not necessary to ask Board permission before calling the attorney.

Part-time employment

Janitorial: Do we need to hire a company or person to clean the Clubhouse?

- We need monthly cleaning.
- Bill got a quote. We can't afford it.
- Budget for next year should include cleaning.
- Volunteers are welcome to help with this task.

Handyman:

- Need licensed, bonded, insured company to do these tasks. That lets us avoid L&I, billing, etc.
- Cheaper to hire a single company and give them 1 day of work a month. However, we can't afford this either.
- Budget for next year should include handyman as possibly landscaping/mowing.

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Action: Doyle will get additional quotes for cleaning and handyman work and consider whether to add to next year's budget.

Erin will post on Facebook a request for volunteers to clean Clubhouse. We will provide combo to janitor closet.

Office 365 migration

Jeannine will discuss our minimum requirements with Jason and Brandy and see if we can move to a document management solution that is cheaper than Office 365.

Bookkeeping issues and options

Donna discussed the current set of accounting software and processes and suggested ways to reduce the costs and complication:

Current system pain points:

- Bill.com is not very friendly and hides most of the details we need to see.
- Requires special and somewhat costly bridge software to connect SLWCC office with accountant's office.
- Accountant has all our data, and we cannot see it.

Proposal:

- Migrate to QuickBooks Online. Support more monitoring, and additional users at cheaper cost.
- QuickBooks payroll option would support quarterly payroll taxes, 941s, and 940s.
- QuickBooks Online can be used anywhere and doesn't require being in the office.
- Optionally, use Melio to do payments. Has the option to approve payments and send ACA transactions for free. People can pay with credit card (they pay the 2.9% fee). Users would still be able to mail in a check. Melio transactions appear individually in QuickBooks transaction lists, making it easier to know who we paid and how much.
- With Melio, we wouldn't need checks but would still need a second signer. Regardless, we would use the online version.
- The current accountant will migrate our data off his desktop version into the online QuickBooks as soon as we have the programs. We will then update his role going forward.

Costs:

- QuickBooks Online is \$50 a month for the first 3 months and then \$100 a month plus \$5 per employee.
- Melio charges 2.9% for credit card fees.
- Monthly retainer paid to our accountant was \$853 but has increased \$953 a month. We asked for a revised scope of work from him.
- Savings with QuickBooks online would be about \$1250 a year.

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Action: Motion was made to move to online QuickBooks ad Melio. Checkbooks should be eliminated. Seconded and approved.

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Audit

RCW states that we must do an audit every year unless the membership votes to waive it. Treasurer believes we should do an audit because it has not been done in a long time; indeed, we cannot find any record of one ever being done. Because everyone is new and because we are trying to reconcile accounts, we think it is important to do an audit now.

We have found a company that specializes in HOA audits. Cost would be \$2250 for audit and annual tax return.

Action: Motion was made to request an audit from PNW BPA at the cost of \$2250. Seconded and approved.

Delinquent accounts

Procedures for handling delinquent accounts were suspended when COVID hit and are now reinstated as follows:

- Delinquent accounts will be sent **monthly** statement of the amount due, rather than sending once a year.
- Finance charge of 1.0 percent of amount due will be assessed per month, accruing to total amount due.
- Charges will be assessed only to the last statement.
- Delinquent accounts will be sent to collections after three (3) months.
- Liens will be recorded with the County after aging 4 months. Possibly a lot of liens will be recorded in July.
- Any foreclosure suits must be Board approved. In other words, the Facility Manager cannot initiate foreclosure proceedings without Board approval. All other actions will be automatic.

Bridge proposal options

We received engineering proposals costing between \$300,000 and \$400,000. Dave recommended Option 2 because it required very little maintenance.

The Board has taken additional actions to ensure that we can get Fire Department vehicles across the current bridge. But the community still needs better bridge capacity to support for larger trucks.

The packet for the special meeting in May 2023 will include a proposal to replace the current bridge with Option 2 (all-concrete bridge). Construction would start in November 2023. A special assessment of \$1510 per lot would be required, payable by September 30.

To get a bridge built, we need the following:

- The Board must agree on the action.
- We would need approval of a special assessment.

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Discussion:

- Current bridge will require maintenance and update of timbers.
- Even the minor changes we are proposing to support fire vehicles will never get us the capacity for heavier trucks.
- If the proposal is voted down, no bridge built, and we will maintain the current bridge at a level that supports fire vehicles and no heavier trucks.
- Can we delay construction and spread the assessment over a couple of years?
- Suppose instead of an assessment we raise dues an additional \$750 for two consecutive years?
A: The community votes on dues as well. In general, special capital expenses are best raised through special assessments.
- What liability do we have if someone ignores the guidance and puts a concrete truck in the canal? A: Liability is 100% on the driver. However, concrete trucks have already been observed ignoring the posted limits. If the bridge breaks, our property insurance won't pay for a new bridge, only pay for damages to canal etc.

Action: The Board decided to wait till the next meeting when the results of the engineering study are ready.

Open Floor

The floor was opened for general comment and questions.

Damaged Box

People are still using the leaning mailbox that was hit by a car. **The Postman wants the office to switch people over to a new box ASAP.**

- Erin will talk to Matt the postman about reassigning people to a new box.
- Which box people are assigned to is determined by the Post Office.

Roads

The last chip seal did not hold up well. Perhaps they did not use enough adhesive?

A: Yes, this is a known issue since they didn't run brooms because of the heat. The company prefers to come in spring.

Costs

Member suggests we explore incorporating with county. Property taxes would go up by about \$600 a year. No action.

Executive Session

No Executive Session.

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Announcements

none

Adjournment

At 12:30 PM a motion was made to adjourn the meeting. Seconded and approved.

Revision History

Date	Revision
February 11, 2023	Source document created using new template
February 26, 2023	First round of edits
February 26, 2023	First draft sent to Board for review
March 10, 2023	Revisions based on Board feedback; sent to Board for review
March 11, 2023	Approved at regular Board meeting with previously provided corrections.
March 13, 2023	Cleanup. Exported to PDF; sent to Webmaster.

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