

**Holiday Hideaway Association Board Meeting
Guemes Island Library
Sunday, August 13 2017, 9:30 a.m.**

Call to Order 9:34

Members Present: Pat Harrigan, Bill Rainwater, Matt Enos, Sharon Hughlitt, Sharon Schlittenhard, Wendell Phillips, and Cas Hancock

Other Present: Dennis Barnes, Recorder

Association Business

Motion to approve July 9, 2017 Board Meeting Minutes as revised – Approved by all present.

Treasurer's Report/Bank Balance (as of July 23, 2017)

Bank balance as of June 23, 2017	\$10,610.72
Deposits	\$ 30.89
Payments	<u>\$ (245.20)</u>
Bank balance as of July 23, 2017	\$10,396.41

Old Business

- Governing Documents / Board policy and procedure – Tabled for future meeting.
- Long term community space planning – Bill provided summary expense and revenue information for last five years. Board discussed the need to use this historical information to communicate to the homeowners association the cost of various maintenance activities. The past few years have seen a significant decrease in volunteers. Without volunteers there will be a need to hire/contract for maintenance services which, at some point, will have to be paid for by an increase in homeowner dues. Dennis will take information provided by Bill and produce a five year financial plan to show homeowner members the maintenance expense issue and to also get member input on other activities reserves could possibly be used for.

New Business

- The board discussed who should be registered with the Washington Secretary of State for the association. The board agreed that all board members should be registered. The registered agent will remain Bill.
- The board discussed the missing gate at Cook's Cove and what the purpose of the gate is. The general board belief was that it acts as a deterrent even though it cannot be locked. The board discussed that the gate should be replaced for now and to ask for input at the next annual meeting from members for what should occur if it is taken again. Wendell and Sharon agreed to lead the effort.

Board Motion: The board authorized the replacement of the gate at Cook's Cove for no more than \$1,000. (Motion Bill Rainwater, Seconded Sharon Schlittenhard) (Vote for: Unanimous)

Water Company Business

Unfinished Business

- Pre-construction loan application for Project AT-1 - The loan has been approved, but receiving any of the funds is on hold until the state passes its capital budget. No action by the state will take place until its next special or regular session.

- Income Tax – Cas updated the board on the status of the income tax filing. The CPA will receive final information by early this week and the board should receive tax filing information by the end of the week.
- Skagit P.U.D. Option – Cas reported to the board that no additional information has been received from Skagit P.U.D.
- Proposed 2017 Budget – Cas reported that the proposed budget was placed on hold until the income tax filing was complete and she is also updating the existing chart of accounts to meet the additional information request the board has expressed. Bill requested that Cas review the preliminary groundkeeper’s budget based on what the current year-to-date amounts are showing.

New Business

Bank Balances as of July 31, 2017

Checking:	\$ 665.68
Petty Cash:	\$ 237.75
Capital Improvement:	\$163,402.00
Operation & Maintenance:	<u>\$104,834.13</u>
Total:	\$269,139.56

- RFP for Operator Services (Draft 1) – RFP will be distributed August 25 with a response required by October 31. Cas will create electronic files of the system that potential respondents can review and will have a single open house date when people can visit on site. The RFP will be sent to operators and companies in the counties around the island (Whatcom, Snohomish, Island, and Skagit).
- Island Crest Way Property Water – The board discussed that some properties on Island Crest Way have deeds stating at their expense they have a right to receive water from the system. The possibility of any property requesting this is very remote due to the cost and these properties are not in our retail service area.

The board went into executive session at 11:20.

Meeting Adjourned 11:30

Next meeting date September 10, 2017