

**Holiday Hideaway Association Board Meeting
Guemes Island Library
Sunday, September 10 2017**

Call to Order 9:33

Members Present: Matt Enos, Sharon Hughlitt, Sharon Schlittenhard, Dennis Barnes, and Cas Hancock.
Members Absent With Notice: Pat Harrigan, Bill Rainwater, and Wendell Phillips.

Association Business

Between Meetings Action - Dennis Barnes was unanimously approved by existing board members to fill a vacancy on the board until the next general meeting by the association membership.

Motion to approve August 13, 2017 Board Meeting Minutes as revised – Approved by all present.

Treasurer's Report/Bank Balance

Tabled until the next board meeting when Bill Rainwater is in attendance.

Old Business

- Governing Documents / Board policy and procedure – Tabled for future meeting. Matt volunteered to work on amending articles of incorporation and by-laws to remove unnecessary information and make information consistent between documents.
- Cook's Cove Gate – Sharon ~~HughlittSchlittenhard~~ reported she had researched the cost of replacing the gate and found a 16 foot gate to be approximately \$120 plus tax. Sharon will order the gate and work on getting the gate to Cook's Cove.
- Long term community space planning – Dennis presented a draft five year financial plan (2017-2021) for introductory discussion. The plan was built on average annual numbers for income and expenses provided by Cas (Jan-Dec) for years 2012-2016, which was used for taxes. To these numbers, inflation of 2% was assumed for expenses and income from dues was assumed to remain the same. Plan items to be decided: 1) should we have a required reserve balance target for example \$5,000; and 2) should we assume an expense for goodwill/volunteer labor to show total expenses. The board will review and provide feedback in future meetings.

New Business

- None.

Water Company Business

Unfinished Business

- Pre-construction loan is still on hold until the state passes its capital budget.
- Income Tax – Cas updated the board on the status of the income tax filing. The CPA has received all needed information. The board discussed the needed to communicate to the CPA that the tax filing information would be needed by October 15th at the latest.
- 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 – On hold pending completion of the income tax filing.

- RFP for Operator Services – Cas reported that she had sent out 217 letters to people from Whatcom, Skagit, Snohomish, and Island Counties focusing on the larger areas and those close to the freeways. She reported no interest received to date.
- Groundkeeper/Meter Reader Job Description Update – Cas reported that she had completed an update for the groundkeepers position. The update is being reviewed by Cynthia. Cleaning the inside of the pump houses and being the file clerk has been added to the description.
- Application Construction Loan – Cas reported that there is an application deadline of October 3rd. Matches language of earlier loan application and ready to be submitted when the state releases the applications.

New Business

Bank Balances as of August 31, 2017

Checking:	\$ 848.21
Capital Improvement:	\$166,747.13
Operation & Maintenance:	\$108,444.76
Petty Cash:	\$ <u>214.54</u>
Total:	\$276,254.64

Bi-Monthly Meeting – The board agreed to move to a bi-monthly meeting schedule and use email communication to update board members as needed between board meetings.

Meeting Adjourned 9:54

Next meeting date November 12, 2017