

SEA LINKS COMMUNITY ASSOCIATION

Board of Directors

JANUARY 12, 2016 MINUTES

Meeting Place: Peace Arch Business Center, 8105 Birch Bay Square Street #205

Secretary: Regular meeting of the Sea Links Community Association board of directors was called to order Tuesday, November 10, 2015 at 7:02PM by the Secretary as we have no president.

There were no minutes for the December 8, 2015, meeting as the meeting was cancelled due to no quorum.

Board Members Present: Sandy Lahn, Secretary/Treasurer, Claude Newton, Curt Kinley who arrived at 8:40PM.

Guests: Hugh Lewis, attorney and Jeanne Gillern

A quorum was not established until Curt Kinley arrived.

Reports

4. Design Control Committee Report

- Unfinished business
 - Roofing Guidelines – no progress has been made. **This issue will remain as unfinished business at this time.**
 - Flag pole and flag guidelines – no progress has been made. **This issue will remain unfinished business at this time.**

5. Maintenance Committee Report

- Unfinished business
 - Replacing stop signs – Stop signs have been replaced. **This issue is closed.**
 - Replacing flag – The flag has been replaced and a back-up new flag is in storage. **This issue is closed.**
 - Creating no parking signs – the parking signs have been purchased but not yet put on stands. **This issue will remain unfinished business at this time.**
- Respond to woman wanting no gun zone – Bud Yost spoke to the woman want our support for a no gun zone. Bud informed her that Sea Links is already one. **This issue is closed.**
- New business:
 - Sign covered by bushes to be cleared – no progress has been made. **This issue will remain unfinished business at this time.**
 - Bud Yost has recommended that we now replace the street signs that are very faded. **This issue will remain unfinished business at this time.**

Unfinished Business

6. No Maintenance Committee Leader (called Maintenance Facilitator in previous meeting minutes) – Nothing has happened on this issue. Flyers were left at homeowner's homes saying we need more board members but there hasn't been any response. Current board members and other non-board member residents have been helping out with needed. Maintenance Committee tasks. Special thanks to Claude Newton, Sunny Brown, and Bud Yost for helping out. **This issue will remain unfinished business at this time.**
7. Drainage problems – An engineering company will be invited to submit a scope of work proposal. **This issue will remain unfinished business at this time.**
8. Website – there has been no activity on this item and it **remains unfinished business at this time.**
9. Upper and lower gate problems
 - New keypad for lower pedestrian gate – there has been no activity on this item and it **remains unfinished business at this time.**
 - Lockbox for emergency companies that don't have laser gun – there has been no activity on this item and it **remains unfinished business at this time.**
 - Police department agreement – there has been no activity on this item and it **remains unfinished business at this time.**
10. Speed bumps/humps on Sea Links Drive – Claude moved that we put speed humps on Sea Links Drive and motion was not adopted.

New business – Curt requested that the regular board meeting be changed from 7-9PM to 6-8PM and all agreed.

Adjourn to Executive Session

NEXT MEETING: at Peace Arch Business Center, 8105 Birch Bay Square Street #205, Tuesday, February 9, from 6:00 – 8:00 PM.

ADJOURN: Meeting closed at 9:15PM. Signed: *Sandy Lahn*, Secretary

SEA LINKS COMMUNITY ASSOCIATION

Board of Directors

FEBRUARY 9, 2016 MINUTES

Meeting Place: Peace Arch Business Center, 8105 Birch Bay Square Street #205

Curtis took notes: Regular meeting of the Sea Links Community Association board of directors was called to order Tuesday, February 9, 2016, at 7:02PM by Sandy Lahn.

Board Members Present: Sandy Lahn, Claude Newton, Curt Kinley.

A quorum was established and the minutes for the January 12, 2015, meeting were approved.

Guest: Jeanne Gillern

Sandy Lahn was voted in as president.

Reports

1. Design Control Committee Report

- Unfinished business:
 - Roofing Guidelines – It was moved and seconded to reduce to two the number of roofing samples that are presented to homeowners as examples of acceptable roofing materials. Curt will bring the samples to the next meeting to be viewed and voted upon. **This issue will remain as unfinished business at this time.**
 - Flag pole and flag guidelines – no progress has been made. **This issue will remain unfinished business at this time.**
- New business:
 - Discussion ensued regarding query by homeowner about replacement of a deck and house paint color. It was brought up that resident might not be the actual homeowner and that we should be sure that we don't approve any design control change request that is submitted by a non-homeowner. **This issue is closed.**

2. Discussion ensued regarding resident complaint about gate closing on her car. This issue has been turned over to our insurance company with the information regarding latest gate maintenance. **This issue will remain unfinished business at this time.**

3. Maintenance Committee Report

- No Maintenance Committee Leader (called Maintenance Facilitator in previous meeting minutes) – Nothing has happened on this issue. Current

board members and other non-board member residents have been helping out as needed with maintenance committee tasks. Special thanks to Claude Newton and Bud Yost for helping out. **This issue will remain unfinished business at this time.**

Unfinished Business

4. Road Maintenance: Curt still following up. He will have a report by next meeting. Will contact WRS to identify work needed on all Sea Links roads.
5. Creating of no parking signs – will be completed when weather gets better. **This issue will remain unfinished business at this time.**
6. Upper and Lower gate problems:
 - New keypad for lower pedestrian gate – no progress has been made. **This issue will remain unfinished business at this time.**
 - Lockbox for emergency companies that don't have laser gun. No follow-up is necessary as it was reported that all emergency agencies/companies know how to get in. **This issue is closed.**
7. Sign covered by bushes to be cleared – no progress has been made. **This issue will remain unfinished business at this time.**
8. Replacement of faded street signs. **This issue will remain unfinished business at this time.**
9. Drainage problems –Weden Engineering is schedule to do a preliminary site visit on February 23rd. **This issue will remain unfinished business at this time.**
10. Website – there has been no activity on this item. Curt to see if Skagit Marketing will come to meeting to answer questions regarding their proposal. Curt to follow-up with Skagit Marketing regarding presentation to board for new website. Curt will also ask regarding what we get for the money. **This issue will remain unfinished business at this time.**
11. Police department agreement – there has been no activity on this item and it **remains unfinished business at this time.**

New business:

12. Flag pole repair: Sandy reported that the community flag pole is loose and leaning to the North. It was suggested that this be fixed by pounding sand around the base. Sandy to follow-up with Bud to fix. **This issue will remain unfinished business at this time.**
13. The condition of the golf course signs that sit on various roads within Sea Links was discussed. Some are missing; some are faded. It was decided to do nothing to the signs. **This issue is closed.**
14. Sandy to follow up with Highline regarding warranty on repair work done last year on WGCD.
15. Sandy presented proposal to mail out a newsletter with the following possible topics:

- Rain garden in Sea Links
- BBWARM website and guide to shoreline living
- Works by board on drainage and roads
- What being in good standing means

Adjourn to Executive Session

NEXT MEETING: at Peace Arch Business Center, 8105 Birch Bay Square Street #205, Tuesday, March 8, from 6:00 – 8:00 PM.

ADJOURN: Meeting closed at 7:22PM. Signed: *Curt Kinley*, Acting Secretary

SEA LINKS COMMUNITY ASSOCIATION
Board of Directors
MARCH 8, 2016 MINUTES

Meeting Place: Peace Arch Business Center, 8105 Birch Bay Square Street #205

Curtis took notes: Regular meeting of the Sea Links Community Association board of directors was called to order Tuesday, March 8, 2016, at 6:01PM by Sandy Lahn.

Board Members Present: Sandy Lahn, Claude Newton, Curt Kinley.

A quorum was established and the minutes for the February 9, 2016, meeting as corrected by Curt Kinley were approved.

Guest: Genée Kay

Curt Kinley was voted in as vice-president.

Genée Kay was introduced to the board as a candidate for the board's Secretary position.

Reports

1. Design Control Committee Report
 - Unfinished business:
 - Roofing Guidelines – Curt presented the roofing samples proposed to be shown to homeowners as examples of acceptable roofing materials. It was moved and seconded that CetrainTeed Brand – 305# class or greater and IKO Amourshake be used as examples. Motion was approved. **This issue is closed.**
 - New business:
 - Lot # 1-108's recent request will be given to Curt to oversee. **This issue is closed.**
2. Maintenance Committee Report
 - No Maintenance Committee Leader (called Maintenance Facilitator in previous meeting minutes). It was moved and seconded that this item be closed out. Board members and volunteers will oversee problems as they occur. Motion was approved. Special thanks to Claude Newton and Bud Yost for helping out. **This issue is closed.**

Unfinished Business

1. Road Maintenance: WRS is coming Friday, 3/11/16, at 1PM to identify work needed on all Sea Links roads. **This issue will remain unfinished business at this time.**
2. Creation of no parking signs – will be completed when weather gets better. **This issue will remain unfinished business at this time.**
3. Broken lower gate pedestrian keypad: New keypad for lower pedestrian gate – Claude reported that the ‘guts’ of the current lower pedestrian gate keypad have been removed by vandals and that we should replace it with a double-sided keyless deadbolt lock system. To do this we need to 1) remove existing lock; 2) have an electrician seal off existing electrical wires (appx. \$150); 3) refabricate the existing locking mechanism to accommodate the new one (appx. \$165); 4) install the new lock. All total this will cost appx \$700. Concern was raised about how to best inform residents of the fact that gate is now locked and what the code is. It was moved and seconded that fixing the lock be put on hold until we evaluate our budget and decide how best to inform residents. Motion was approved. **This issue will be tabled until budget is evaluated.**
4. Sign covered by bushes to be cleared – no progress has been made. **This issue will remain unfinished business at this time.**
5. Replacement of faded street signs. Bud has counted the number of signs needed and will now get bids to replace. **This issue will remain unfinished business at this time.**
6. Drainage problems –Weden Engineering completed the site visit and produced a summary report. It was approved to have Weden create a Maintenance and Operations Plan. It was voted to not approve Weden’s creation of a new drainage map. Curt present what he has learned and the drainage map he has been working on. **This issue will remain unfinished business at this time.**
7. Website –Curt has scheduled a meeting with Skagit Marketing on March 15, 1:00PM. We need to decide where we will meet. Curt to follow-up. It was moved, seconded and approved to include upcoming local activities on the website. **This issue will remain unfinished business at this time.**
8. Association Management – It was approved that this item be tabled until late summer. **This issue is closed.**
9. Police department agreement – there has been no activity on this item and it **remains unfinished business at this time.**
10. Flag pole repair: Bud has been contacted. Waiting for better weather to pursue. **This issue will remain unfinished business at this time.**
11. Sandy to follow up with Highline regarding warranty on repair work done last year on WGCD. **This issue will remain unfinished business at this time.**
12. Newsletter: A draft of the newsletter was presented to the board and was approved.

New business:

1. Garage Sale flyer: A draft of the flyer for the annual garage sale was presented to the board and was approved. **This issue is closed.**
2. Posting local area announcements on website. Approved. **This issue is closed.**
3. Sandy proposed setting up a \$200 petty cash account for reimbursement of small items such as postage and presented the procedures to be followed for the account. Approved. **This issue is closed.**
4. Claude turned in two gate remotes; the deposit refund will go to Shirley Sell. **This issue is closed.**

Adjourn to Executive Session at 7:28PM

Reconvened to open session at 7:59PM.

1. Genée Kay was voted in as Secretary.
2. The warning letters that were approved to be sent to 2 homeowners at the February board meeting were sent.
3. It was agreed that warning letters should be sent to 2 homeowners for new violations.

NEXT MEETING: at Peace Arch Business Center, 8105 Birch Bay Square Street #205, Tuesday, April 12, from 6:00 – 8:00 PM.

ADJOURN: Meeting closed at 8:00PM. Signed: *Curt Kinley*, Acting Secretary

SEA LINKS COMMUNITY ASSOCIATION
Board of Directors
MARCH 15, 2016 SPECIAL MEETING MINUTES

Board Members Present: Sandy Lahn, Claude Newton, Curt Kinley.

After meeting with Julie Burgmeier of *Skagit Marketing*, the board voted to hire *Skagit Marketing* to build *Sea Links* a new website. Cost will be \$1210.00

Signed: Sandy Lahn, Secretary

**Sea Links Community Association
Board of Directors
Peace Arch Business Center, Room 205, 8105 Birch Bay Square Street
April 12, 2016**

Call to Order - Meeting called to order by President Sandra Lahn at 6:10pm after a brief meeting with North Golf Course Drive homeowner, who presented a small drawing and spoke of proposal to change his fence.

Establish Quorum - Quorum established; Sandra Lahn, Curt Kinley, Claude Newton and Genée Kay, present.

Accept Agenda - Accepted

Approve March meeting minutes - Approved

Design Control Committee

1. Discussion regarding an outbuilding which appears to be painted barn red and does not blend with the color of the house.
2. Claude will work with homeowner regarding written permission for changes to a homeowner's fence.

Unfinished Business

- Creating "No Parking" signs - Bud Yost is still working on this matter.
- Sign covered by bushes to be cleared - No progress.
- Flag pole repair – Completed. **This issue is closed.**
- Road Maintenance
 - Curt presented **WRS** (*Whatcom Refineries Services*) \$58,050.00 bid which includes:
 - New roadways on Ironwood Court and Sawgrass Way; "Demo old asphalt and prep for new, Place new asphalt @ 2-½ inches"
 - Remove 6 speed humps, replace with new, to spec humps.
 - 2,000 s.f. of patch repairs and 3,000 s.f. 'crack sealing' of the road.
 - Repair 2 potholes on beach access/lower roadway.
 - Curt is expecting a bid from **Whatcom Builders** to remove and/or modify speed humps as well as doing same work as on WRS bid.
 - Curt or Sandy will contact **Highline Pavement Maintenance** regarding their correcting the speed humps they installed in Summer, 2015, that do not follow standardized specs.
- **Newsletter** – The Spring newsletter has been mailed out. There was a discussion on how often to mail out future newsletters. This was tabled till next board meeting. **This issue will remain unfinished business at this time.**

Drainage Problems:

1. Curt presented a binder of five (5) fully marked plat drawings which identify:

- a) Proposed road repairs for the next several years,
- b) Proposed drainage maintenance for the next several years,
- c) Homes with roofs using association approved roofing materials.

The binder also contains colored photos showing some areas which need brush and debris clearing/cleaning.

2. Contacted Mr. Anthony Hoare, owner of Division II, Lots 13, 18, 19, 20 regarding the clearing/cleaning of drain piping on one of his lots. Mr. Hoare gave written permission April 12, 2016, for same.

3. Curt stated he will walk the Sea Links property Wednesday, April 13 with **Sound Landscape and Lawn Company** to talk about clearing brush and debris from problem areas.

Website:

Per the previous special board meeting, Tuesday, March 15, 2016, all agreed to employ a Skagit County website designer for Sea Links. The cost will be \$1,210. The ISP will cost us \$56.00 a year. Curt announced that Julie Burgmeier of **Skagit Marketing** in LaConner, started work on the new website, creating a new domain name; www.sealinksbirchbay.org. In approximately 30 days we may be able to preview a draft of the website.

Whatcom County Sheriff Agreement - No progress.

New Business

1. Sandra announced the wind storm damaged, large broken tree near the corner of NGCD was completely removed at a cost of \$1,200, accomplished by North County.

2. Board agrees to accept "**WRS**" (Western Refinery Services) bid of \$1,265.00 for street sweeping. Curt to schedule.

3. Board acknowledged receipt of \$1,041.50 bid from **North County Services** for street sweeping, commenting about the difference in equipment efficiency.

Adjourn to Executive Session at 7:52 pm

Open Session Reconvened at 8:01 pm

Two warning letters will be sent regarding off leash dog and storage shed color code violations.

Adjourn: President Sandra Lahn adjourned the meeting at 8:02 pm.

Respectfully submitted, *Genée H. Kay* Secretary

SEA LINKS COMMUNITY ASSOCIATION
Board of Directors
APRIL 22, 2016 SPECIAL MEETING MINUTES

Board Members Present: Sandy Lahn, Claude Newton, Curt Kinley.
Absent: Genée Kay

Special meeting called by Curtis Kinley regarding 2016 road work.

Moved and seconded to contract with Whatcom Builders to repair Ironwood Court and 2 pot holes on the back easement by the Birch Bay Information Center at a cost of \$28, 444.58.

Due to the absence of the secretary who is ill, Sandy Lahn recorded the minutes.

Signed: Sandy Lahn, President

**Sea Links Community Association Board of Directors Peace Arch Business
Center, 8105 Birch Bay Square Street, Room 205
May 10, 2016 - 6:00 - 8:00pm**

1. Call to Order and Roll Call - President Sandra Lahn called the meeting to order at 6:01pm and welcomed guests/homeowners Mrs. Sandy Reuble, Mr. Bud Yost and Mr. Wade Fisher. President announced the resignation of Curt Kinley, and encouraged all guests to become Board members. Wade Fisher declined the invitation; Mrs. Reuble and Mr. Yost accepted.
2. Establish Quorum - Established.
3. Accept Agenda - Accepted
4. Approve April meeting minutes - All agreed to accept the April 12th minutes.

Reports

5. Design Control Committee Report

A. Request to build back yard fence adjacent to golf course was discussed, revealing there is an existing fence on the south side of the house which extends over an easement and needs to be removed. Request was denied and owner will be requested to remove existing fence.

B. Request to remove misshaped pine tree on West Golf Course Drive. All agree to grant approval.

C. Discussion ensued regarding ten (10) properties with weeds and/or blackberries needing to be removed. Sandra presented pictures and a list of properties; one (1) on East GCD, six (6) on South GCD, and three (3) on North GCD. Form letters will be mailed to all offenders as well as owners, if the houses are rentals.

Unfinished Business

6. Creation of No Parking Signs - Bud completed work on the temporary "No Parking" signs. These signs will be installed on July 4th weekend at the lower gate area, one on each side of the road. Closed.

7. Sign covered by bushes to be cleared - Short discussion on the problem, but no resolution at this time, more information is needed. Tabled.

8. Replacement of faded street signs - Bud Yost explained that all street name signs in the neighborhood are in dire need of replacement. The current signs are most likely thirty (30) years old. Discussion revealed and BOD agrees that colors should be standardized to green signs with white lettering. Signs will be ordered by Bud, who is gathering price quotes.

9. Road maintenance

A. Sandra explained that Whatcom Builders will conduct road repairs on Monday & Tuesday, May 16th & 17th on Ironwood Court. Sandra hand delivered notices to homeowners regarding parking and garbage pickup.

B. Highline Paving Company has been contacted to lower all speed humps over 4" in height, which they installed last summer, to a standardized 4". Sandra will continue to pursue this project.

C. Wade Fisher spoke about the request for repair of the berm near Wedgewood Court, on East GCD, where water collects on roadway during rainy season. Motion made, seconded and passed to reshape the berm by adding asphalt. Bids will be gathered with a plan to have Whatcom Builders do this maintenance when they are onsite to repave Ironwood Court.

D. Request was received from two (2) homeowners to remove the asphalt berm at Wedgewood Court. Sandra presented legal advice from Hugh Lewis that states the Association should not do anything to the berm without the input from a qualified engineer. Motion made, seconded and passed that removal of the berm will not happen unless requested by all owners of homes in Wedgewood Court and that a study performed by a qualified engineer be completed and paid for by the homeowners.

10. Newsletter Discussion was held as to frequency of the newsletter and using email transmission for those who request same. All agree; it will be created/sent when there is enough news. The next newsletter is to include news about the Community Garage Sale, road work, and request for email addresses from homeowners.

11. Drainage Problems Sandra presented a proposal for the first two (of many) Drainage System Maintenance phases. Two bids were received for work in the first phase, but they were not clear as to actual work to be performed. After much discussion, Motion made, seconded and passed that BOD will request clarified bids on only a portion of the work in the proposed Phase I: clearing out the inlets and outlets and cleaning of two culverts: * Culvert 1 which goes from Lot 2-18, through catch basins 22 and 23 and ends on the golf course property line between lots 2-25 and 2-26 * Culvert 2 which goes from Lot A (wetlands) to catch basin 19.

12. Website - Discussion on the new Sea Links webpage design and creation by Julie Burgmeier of Skagit Marketing. President Sandra stated that after activation, Birch Bay Accounting/Cindy Polley will be requested to perform maintenance/additions. Motion made, seconded and passed that the new webpage will be basic information as it appears on the current webpage, without the addition of homes for sale, login site for homeowners, homeowner for sale blog and homeowner's electronic payment option.

13. Whatcom County Sheriff Agreement - President Sandra announced that minimal discussions have been held regarding Sheriffs driving through the neighborhood and possibly parking near Sea Links Drive/Birch Bay Lynden to show more presence. Bud explained the difficulties, followed by discussion, of getting this type coverage due to the limited force of Whatcom County deputies. Motion made, seconded and passed to not pursue this item any further. Closed.

New Business

a. Community Reserve Study - Discussion ensued regarding this State of Washington requirement, and recommended by our attorney Hugh Lewis. Cost most likely could be \$2500/\$3000. Community Reserve Study is tabled.

b. President Sandra stated that an audit of the Homeowners Association accounting needs to be completed, per Cindy and Hugh. Tabled.

Adjourn to Executive Session @ 7:58 pm

Meeting Adjourned at 8:25pm

Genée Haws Kay, Secretary - May 31, 2016

**Sea Links Community Association
Board of Directors Meeting
June, 2016**

No board meeting was held in June, 2016

**Sea Links Community Association
Board of Directors Meeting
July, 2016**

No board meeting was held in July, 2016

SEA LINKS COMMUNITY ASSOCIATION BOARD OF DIRECTORS

REGULAR MEETING

Date: August 9, 2016

Time: 6:00 – 8:00 PM

Place: Peace Arch Business Center, 8105 Birch Bay Square Street #205

1. Call to Order – President Sandra Lahn called the meeting to order at 6:03 p.m.
2. Quorum established: Sandra Lahn, Sandra Reuble and Bud Yost present.
3. Agenda accepted.
4. May meeting minutes approved.
5. Sandra Reuble voted in as secretary.

REPORTS:

1. Design Control Committee

- a) Sunny Brown has joined the DCC.
- b) Roof replaced after request to/and approval by DCC
- c) Roof being replaced without DCC approval. Rea Estate agent was contacted and submitted request on the spot and was approved.
- d) Roof replacement on Sawgrass Way being applied without DCC approval. Owner contacted after the fact.
- e) Request for fence replacement approved.
- f) Request to extend deck and add fence along side of house approved.
- g) Request to build house on NGCD approved.
- h) No action on new home on SGCD.

UNFINISHED BUSINESS

1. Faded street signs will be replaced. An ongoing project for Bud.
2. Road Maintenance

- a) Ironwood Court has been paved. Minor changes were made to areas near Wedgewood Court where water puddles.
- b) Highline Pavement Maintenance rescinded offer to fix speed humps without fee and will now charge \$85/hour, estimating 3-4 hours to fix each hump. Voted and approved to not pursue the issue with Highline Pavement. Problems with each individual street's humps/bumps will be revisited as each street needs maintenance.

3. Drainage Issues

- a) Received county permit to clear drains on both wetlands, and permission from both property owners to do the work.
- b) Received two bids for clearing and cleaning wetland drains: Culvert 1 which goes from Lot 2-18, through catch basins 22 and 23 and ends on the golf course property line between lots 2-25 and 2-26 and culvert 2 which goes from Lot A (wetlands) to catch basin 19. Voted and approved for North County to do the work through emails. Work scheduled for and completed on August 9th.

4. Website

Announced in newsletter, with 13 individuals signed up to get email notices and announcements.

5. Newsletter

Spring, 2016 newsletter was created and mailed out. Genée resigned from the board but is willing to continue to produce the community newsletters.

NEW BUSINESS

1. Sandy met with Greg Thulin regarding being our attorney of record when Hugh Lewis retires at the end of this month. Greg agreed.
2. New welcome process. Sandy Reuble to deliver packets to new residents.
3. Annual Garage Sale. Need a volunteer to be responsible for organizing the event in 2017.

- a. 2016 Annual Meeting scheduled for Sunday, October 9th, from 2:00 – 4:00 p.m. at the church on Blaine and Bay Roads. Sandy Lahn will provide a power-point presentation for the Association members.
- b. Possible gate enhancements may be a discussion item for the membership. A new system, in which the gate remotes can be updated remotely, would cost \$ 3,200 per gate, plus \$40/remote unit.
- 4. Planning the 2016-2017 year:
 - a) Approximately 38% over budget, primarily roads and drainage maintenance costs.
 - b) Include in 2017 budget money for a Reserve Study to evaluate fiscal needs in the future and relate those needs to adequate annual dues to cover future expenses in 2016-2017 budget. Voted and approved.
 - c) Include in 2017 budget money for regular gate maintenance would be twice a year, at a cost of \$ 380/gate = \$ 1,520 per year. Voted and approved.
 - d) Voted and approved to research HOA management companies.

Adjourn to Executive Session

Adjourned at 7:25 p.m.

Sandra P. Reuble

Sandra P. Reuble, Secretary – August 9, 2016

**SEA LINKS COMMUNITY ASSOCIATION BOARD OF
DIRECTORS
REGULAR MEETING**

DATE: September 13, 2016

TIME: 6:00 – 8:00 PM

PLACE: Peace Arch Business Center , 2nd floor conference room,
8105 Birch Bay Square Street #205

1. Call to Order – President Sandra Lahn called the meeting to order at 6:02 p.m.
2. Quorum established: Sandra Lahn, Sandra Reuble and Bud Yost, present.

3. Agenda accepted.

4. August meeting minutes approved.

REPORTS

5. Design Control Committee Report
Nothing to report.

UNFINISHED BUSINESS

6. Replacement of faded street signs.
 - a. There are now a total of 15 signs to install, 2 additional ones were added – one each at corners of NGCD/EGCD and WGCD/SGCD. Bud to order.
 - b. Sandy R suggested replacing the street sign on the corner of Birch Bay-Lynden Road and Sea Links Drive with a larger one. Bud will look into.
7. Drainage problems. THIS ISSUE IS CLOSED.
August 8th work was completed and invoice was paid.

8. Planning Annual Meeting, scheduled for October 9th. THIS ISSUE IS CLOSED.

- a. Voted and passed that BOD Future Directions reported at the annual meeting will be:
 - i. Become more proactive in preventative maintenance of Capital Assets.
 - ii. Update and expand the Rules (i.e. Rentals, fencing, sheds, pergolas, dangerous dogs).
 - iii. Consistently and timely enforcement of covenant violations.
 - iv. Obtain additional clerical support for BOD.
 - v. Expand Sea Links website
- b. Food setup and check-in – Sandy R said she would handle both.
- c. A meeting was scheduled for Thursday 10/6/16 at 6PM ad Sandy L's home to complete planning for annual meeting.

Adjourn to Executive Session.

Adjourn Executive Session and return to regular meeting.

- 9. Sandy L will look into county laws regarding dangerous dogs and will check with Animal Control regarding recent complaints in our community and report back to board.

Adjourned at 6:24 p.m.

Sandra P. Reuble, Secretary – September 13, 2016

Sea Links Community Association
Board of Directors Meeting
October, 2016

No board meeting was held in October, 2016

SEA LINKS COMMUNITY ASSOCIATION BOARD OF DIRECTORS REGULAR MEETING

Date: November 10, 2016

Time: 6:00-8:00 PM

Place: Peace Arch Business Center, 8105 Birch Bay Square Street #205

1. Call to Order – President Sandra Lahn called the meeting to order at 6:05 p.m.
2. Quorum established: Sandra Lahn, Sunny Brown and Ray Huff present.
3. Agenda accepted.
4. August meeting minutes approved.

REPORTS:

Design Control Committee Report

- a) New roof approved for house on NGCD. Questions answered and roofing samples on hand.
- b) Broken garage door on NGCD. Letter was sent to homeowner stating if door is replaced with same door/same color, then the letter is considered approval. If door replaced is not the same they must get DCC approval.
- c) DCC monitoring construction of new house on NGCD. Put in suggestion for sump pump in crawl space and it was done. Looks good.

Maintenance Committee Report

- a) New street signs went up with arrows added. Sign for NGCD located in front of main gate was missed, but is on order.

OLD BUSINESS:

1. Main functions of Board-Approved
2. BOD Operating Principals-Approved

NEW BUSINESS:

1. Street Sweeping: Board discussed doing a maintenance contract. NCLC currently doing street sweeping. They charge on the high end. Maintenance to shop around

for bids/estimates on contract and present at next meeting. Also looking into WRS. Voted to hire WRS this time.

2. Snow Plowing: Signed contract last year with NCLC for winter maintenance. There was no snow, and they came out automatically to de-ice. Budget for plowing/de-icing is \$2,500 for the year. Last year we were charged \$1,829 just for de-icing. Ray to talk to NCLC about de-icing schedule, and not coming out when weather is warmer. To report at next meeting.
3. Maintenance: Maintenance to look at support posts on trees to either repair/replace them.
4. Gate Maintenance: Maintenance contract with Gateway Controls approved at AGM. Motion was made to approve contract bid. Motion approved.
5. Reserve Study: Study was approved at AGM. Motion made to locate and receive 3 bids for a reserve study. Motion approved. Sandy to follow-up on getting bids.
6. Change to Rules: Board discussed how to approach revision to rules.

The following rules were brought up for possible revision:

- a) Rules for rentals
- b) Maintenance of lots
- c) Dogs
- d) Outdoor fires
- e) Sheds
- f) Flag poles & signs

Sunny made a motion to look over rules and come back next month to review what rules need to be reviewed, expanded on, and clarified. Seconded by Ray and approved.

Adjourn to Executive Session at 7:32 P.M.

Executive Session adjourned and returned to regular board meeting.

7. Decision was made that Sandy will continue to handle violations. Board members will be notified by Sandy via email 24 hours prior to any warnings, violations, or fines letters being mailed.
8. Issue was brought up at the AGM regarding flooding on Sawgrass from holding tank at Latitude 49. Motion was made for attorney to send letter to Latitude 49 about concern of more flooding due to condition of holding tank. Seconded. Motion passed.

Regular Board meeting adjourned at 8:02 p.m.

Raymond E. Huff, Sr.
12/8/12

Signed Raymond E. Huff, Sr., Secretary

SEA LINKS COMMUNITY ASSOCIATION BOARD OF DIRECTORS REGULAR MEETING

Date: December 8, 2016

Time: 6:00-8:00 PM

Place: Peace Arch Business Center, 8105 Birch Bay Square Street #205

1. Call to Order – President Sandra Lahn called the meeting to order at 6:08 p.m.
2. Quorum established: Sandra Lahn, Sunny Brown and Ray Huff present.
 - a. Guest: Chris Fleece
3. Agenda accepted.
4. November meeting minutes approved.

REPORTS:

Design Control Committee Report

- a) Garage door on NGCD has been replaced. Door is like original. Everything looks good.
- b) Interior done and siding going on new house on NGCD. Sunny reminded them not to leave trash in the yard.
- c) New roof going on house in Sawgrass Way. No approval submitted to DCC.
Sunny will go look at new roof.

Maintenance Committee Report

- a) NCLC has been out several times to de-ice. There is concern over the frequency of the de-icing and if it is necessary. The board voted that Sandy should call NCLC to discuss the de-icing schedule and see if it can be changed.
- b) Final street sign for NGCD has arrived, but it has been too cold to install.
- c) WRS scheduled to come out on Tuesday. Street sweeping does not happen in cold weather.

OLD BUSINESS:

1. Gate Maintenance: Gateway Control has come out for their first contracted visit. They found battery at the lower back gate is dead so they replaced it. There is a port on the front gate that is failing so they replaced it. There is a light on the bottom gate that is not working properly. This is not part of the actual gate system and not covered by Gateway Control. Bud will research who installed the light and what can be done so that it may be fixed.
2. Reserve Study: No action.
3. Change to Rules: The board reviewed which rules they would like to revise.

Results were as follows:

Rule	Voted	Notes
Rentals	Yes	No current rule exists, to be added
1 Maintenance of Lots	Yes	To be expanded
2 Compliance with Design Control Covenants	No	This rule to remain as is, but rules need to be created for DCC
3 Storage	Yes	Expand definition of inoperable vehicle
4 Parking	No	
5 Temporary Parking	No	
6 Trees & Shrubs	Yes	
7 Animals	Yes	Regards to nuisance barking
8 Fireworks	Yes	
9 Fires	Yes	
10 Signs	No	
11 Sheds	Yes	Possibly move to DCC rules
12 Flags & Poles	Yes	
Major Offenses	Yes	
Fine Schedule	No	

It was decided that the board would schedule a sub meeting to begin revision on selected rules.

NEW BUSINESS:

1. Street Sweeping: Board discussed two catch basins located on WGCD. This area catches all the leaves from road. Sandy suggested that street sweeping twice a year may not be sufficient for this area. Discussed talking to NCLC about cleaning out the leaves. Sunny expressed concern that NCLC runs blowers when there is nothing to clean. Sandy to call NCLC to find out how often and what days they come out, and what areas they blow. Motion was made to ask NCLC to clean around culvert 28 and 29 during winter. Seconded by Ray. Voted and approved.
2. Street Sign: There is a speed limit sign in the driveway of a house on NGCD. Motion made to move the sign to an existing street sign post on EGCD if no objection of the owner. Seconded. Voted approved.

Adjourn to Executive Session at 7:36 P.M.

Executive Session adjourned at 8:00 p.m. and returned to regular board meeting.

Motion made to accept Chris Fleece to the board should she choose to join. Seconded. Voted approved.

Regular Board meeting adjourned at 8:08 p.m.

Raymond E. H. 1/19/17