

Sea Links at Birch Bay
SEA LINKS COMMUNITON ASSOCIATION
Board of Directors – Regular Meeting Minutes
Tuesday, January 6, 2015 -7:00 -8:26 PM
Residence-Board Member

1. CALL TO ORDER and ROLL CALL

- A. Board in attendance: Jeanne Gillern (President), Joe Black (Vice President), Tamara Addis (Secretary), Shirley Sell (Maintenance), Claude Newton (Design)
- B. Quorum established

2. NEW BUSINESS

- A. Ratified meeting notes for November and December 2014.
- B. Received some complaints from residents about the front main get being left open. Some residents worried about their home safety and security.
- C. Main gate may be experiencing some electrical problems. Gate was worked for over 30 mins and a decision was made to leave open until it can be serviced professionally.
- D. 20 new gate remotes bought by former Board President on Amazon. Remotes turned in are all being tested to insure that they are compatible with the gate, not broken and in operating order.

COMMUNICATIONS

- A. Board wrote a letter to Sea Links Attorney regarding the holes at the bottom of the easement and the 2 fallen trees. Response is that it is the responsibility of the dominant user of the easement (Sea Links Community) to handle all repairs and removal of trees.
- B. Board to contact Patrick Starr about do trees and get them removed and cleaned up.
- C. Holes in road can be repaired by Sea Links with hot Mix when the weather warms and clears.
- D. Board to post on Sea Links Website regarding gate closure and reasons so residents are fully informed. Gate can be left open due to bad weather, broken or being serviced.

3. MAINTENANCE

- A. Motion to bring back welcome packets with the CCR's and rules and regulations, motion is seconded and passed. Board will work on creating new welcome packets.
- B. Gene Tapparo is still working on bids for road repair with in Sea Links Community.
- C. Lamps for main gate to be selected and installed by a professional electrician.

3. MISCELLANEOUS

- a. Committees: no committee reports
- 4. **NEXT MEETING:** Tuesday, February 3, 2015
- 5. **ADJOURN:** Meeting closed at 8:26 pm

Secretary Signature:

Tamara J. Addis, January 20, 2015

Sea Links at Birch Bay
SEA LINKS COMMUNITON ASSOCIATION
Board of Directors – Regular Meeting Minutes
Tuesday, February 3, 2015 -7:00 -8:07 PM
Residence-Board Member

1. CALL TO ORDER and ROLL CALL

- A. Board in attendance: Jeanne Gillern (President), Tamara Addis (Secretary), Shirley Sell (Maintenance), Claude Newton (Design)
- B. Board Member not in attendance: Joe Black (Vice President)
- C. Quorum established

2. NEW BUSINESS

- A. Ratified meeting notes for January 2015.
- B. Board will be implementing welcome gift bags containing copies of the CC&R's, Rules and Regulations, Resource List for new homeowners and renters.
- C. Motion brought that any seasonal rentals need to present the board with a copy of their business license. Motion was seconded and passed.
- D. Motion brought to send a 2nd letter(fine letter) to any residents that have already been notified, and 21 days have passed. Motion was seconded and passed.

3. MISCELLANEOUS

- A. Committees: No committee reports

4. NEXT MEETING: Tuesday, March 3, 2015

5. ADJOURN: Meeting closed at 8:07 pm

Secretary Signature:

Tamara J. Addis, February 16, 2015

Sea Links at Birch Bay
SEA LINKS COMMUNITON ASSOCIATION
Board of Directors – Regular Meeting
Minutes
Tuesday, March 3, 2015 -7:06 -8:29 PM
Residence-Board Member

1. CALL TO ORDER and ROLL CALL

- A. Board in attendance: Jeanne Gillern (President), Joe Black (Vice President), Tamara Addis (Secretary), Shirley Sell (Maintenance)
- B. Board member not in attendance: Claude Newton (Design)
- C. Special Guest: Brian Bell
- D. Quorum established

2. NEW BUSINESS

- A. Ratified meeting notes for February 2015.
- B. Board reviewed sample welcome packets during meeting and approved them to be distributed to new residents.
- C. Front Gate: Someone is leaving notes on the Main Front Gate.
- D. Audit done on North County by Jeanne regarding some older charge, everything is current. Suggested that some research be done on other possibilities for Sea Links property care.
- E. Another package was stolen off of a residence front porch. 2nd package stolen since December 2014.
- F. Suggestion brought for possible social page for homeowners to address their concerns, share news etc. Jeanne (President asked our guest Brian Bell if he would do some research and write up a pros and cons list for a “Social Sea Links Page”.
- G. Guest, Brian Bell addressed some concerns about people coming through the gate that don’t have a code or a remote. He had a car follow him in and drive carelessly in the neighborhood. Due to this encounter he asked the board for advice on how these situations should be handled. Should the police be called? Board discussed and decided, while it is a problem the police should not be called and each situation needs to be addressed on a case by case basis.

3. MAINTENANCE

- A. \$3000 to create and protect a new censor for the Main Gate.
- B. Labor and cost to fix bottom walk in gate is \$1300 (Labor & Rewiring)
- C. Joe (Vice President) suggested a mechanical key pad instead of electric, it would be much less expensive to replace and maintain. He will do some research on pricing.
- D. \$1000 to fix bottom gate due to vandalism.
- E. Sensor at the front gate got stomped on and vandalized, children are suspected.

Sea Links at Birch Bay
SEA LINKS COMMUNITON ASSOCIATION
Board of Directors – Regular Meeting
Minutes
Tuesday, April 7, 2015 -7:20 -8:50 PM
Residence-Board Member

1. CALL TO ORDER and ROLL CALL

- A. Board in attendance: Jeanne Gillern (President), Shirley Sell (Maintenance), Claude Newton (Design)
- B. Special guest: Karin Coy
- C. Board member not in attendance: Joe Black (Vice President), Tamara Addis (Secretary)
- D. Quorum established

2. NEW BUSINESS

- A. Ratified meeting notes for March 2015.
- B. Discussed kids skateboarding on the bottom hill.
- C. Discussed final packet for road work mailing.
- D. Karin is in charge of the garage sale. The garage sale will be on Saturday, June 27 from 8:30am to 3:30pm. Flyer will be prepared and delivered to homes. Volunteers will help.

3. MAINTENANCE

- A. Nothing to report.

4. MISCELLANEOUS

- a. Committees: no committee reports

5. NEXT MEETING: Tuesday, May 5, 2015

6. ADJOURN: Meeting closed at 8:50 pm

Secretary Signature:

Jeanne Gillern, April 7, 2015

F. Motion proposed by Shirley to have the association vote regarding a large expense like rocking, completing and enclosing the censor at the Main Gate to help prevent further vandalism and save some money on constant repairs.

4. MISCELLANEOUS

- a. Committees: no committee reports
5. **NEXT MEETING:** Tuesday, April 7, 2015
6. **ADJOURN:** Meeting closed at 8:29 pm

Secretary Signature:

Tamara J. Addis, March 20, 2015

Sea Links at Birch Bay
SEA LINKS COMMUNITY ASSOCIATION
Board of Directors – Regular Meeting
Minutes
Tuesday, July 7, 2015 -7:00 -8:32 PM
Residence-Board Member

1. CALL TO ORDER and ROLL CALL

- A. Board members in attendance: Jeanne Gillern (President), Tamara Addis (Secretary), Shirley Sell (Maintenance), Claude Newton (Design)
- B. Board members not in attendance: Joe Black (Vice President)
- C. Quorum established

2. BUSINESS REVIEW

- A. June 22, 2015 Community Garage Sale was a huge success. 22 paid garage sales, 23 participants.
- B. Motion brought to do away with the \$100.00 document fee for copies of the CC & R's. Motion seconded and passed.

3. MAINTENANCE

- A. Work and trenching on bottom gate to begin on July 13, 2015.
- B. Road repair and replacement will commence July 13-17, 2015.
- C. Work on repairing front gate SeaLinks sign to continue.

3. MISCELLANEOUS

- a. Committees: no committee reports
- 4. **NEXT MEETING:** Tuesday, August 4, 2015
- 5. **ADJOURN:** Meeting closed at 8:32 pm

Secretary Signature:

Tamara J. Addis, July 22, 2015

Sea Links at Birch Bay
SEA LINKS COMMUNITY ASSOCIATION
Board of Directors – Regular Meeting
Minutes
Tuesday, August 4, 2015 -7:00 -8:40 PM
Residence-Board Member

1. CALL TO ORDER and ROLL CALL

- A. Board members in attendance: Jeanne Gillern (President), Tamara Addis (Secretary), Shirley Sell (Maintenance), Claude Newton (Design)
- B. Board members not in attendance: Joe Black (Vice President)
- C. Quorum established

2. BUSINESS REVIEW

- A. Ratified Meeting minutes from July 2015 Board of Directors meeting.
- B. Arborist to trim trees by pond that over hang onto street.
- C. Board to check on vacant lot owned by David James for a possible lien.

3. MAINTENANCE

- A. Bottom Gate has been inspected and approved, is open and functional
- B. Front gate Sea Links sign and retaining wall have been repaired and are now secure.

4. MISCELLANEOUS

- a. Committees: no committee reports
- 5. **NEXT MEETING:** Tuesday, September 1, 2015
- 6. **ADJOURN:** Meeting closed at 8:40 pm

Secretary Signature:

Tamara J. Addis, August 20, 2015

Sea Links at Birch Bay
SEA LINKS COMMUNITY ASSOCIATION
Board of Directors – Regular Meeting
Minutes
Tuesday, September 1, 2015 -7:05 -8:45 PM

Residence-Board Member

1. **CALL TO ORDER and ROLL CALL**

- A. Board members in attendance: Jeanne Gillern (President), Tamara Addis (Secretary), Shirley Sell (Maintenance), Claude Newton (Design)
- B. Board members not in attendance: Joe Black (Vice President)
- C. Quorum established

1. **BUSINESS REVIEW**

- A. Board to send out 2 letters to individual homeowners regarding property clean up.
- B. Ratified meeting minutes from July 2015 Board meeting.
- C. Board reviewed budget for 2016.

3. **MAINTENANCE**

- A. Bottom gate is out of compliance. Spaces too big between bars, should we get bars welded in between or weld a mesh type cover over the gate. Board to get bids.
 - A. Two stop signs to be replaced.
 - B. Board has ordered 1(one) 25 mph speed limit sign to be placed on SeaLinks Drive

1. **MISCELLANEOUS**

- a. Committees: no committee reports

1. **NEXT MEETING:** Sunday, October 4, 2015

2. **ADJOURN:** Meeting closed at 8:45 pm

Secretary Signature:

Tamara J. Addis, September 25, 2015

SEA LINKS COMMUNITY ASSOCIATION

Board of Directors

NOVEMBER 10, 1015 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 president.

The minutes of the October 27, 2015, meeting were read and approved.

Board Members Present: Jane Mills, President, Sandy Lahn, Secretary/Treasurer, Claude Newton, Design Control Director.

Board Members absent: Joe Black, Vice President, Bud Yost, Safety Committee.
A quorum was established and the Parliamentary rules and agenda were accepted.

The treasurer gave her report.

1. UNFINISHED BUSINESS

- a. Attorney's fees: Jane reported that Hugh charges Sea Links \$300 an hour regardless of whether the work is legal or management related. We might save money if we had a management company available for management related issues. **This issue will remain as unfinished business at this time.**
- b. Website: Jane reported that Joe provided the board with the (2) website proposals and both were too expensive. She also reported that Cindy says that a website is considered an asset. Functions that we could add to a website could include: a portal for homeowners to make payments and an opt-in option for homeowners to receive notices via email.
- c. BOD Operating Principles: It was decided that the BOD Operating Principles are fine as they are need not be modified. **This issue is closed.**
- d. Main Functions of the Board of Directors: It was decided that the main functions are fine as they are and need not be modified. **This issue is closed.**

2. NEW BUSINESS

- a. Upper gate problems: Jane reported that the fire marshal says we need a laser added to the upper and lower gates for emergency vehicles as what we have now doesn't work. Jane to follow-up. **This issue will remain as unfinished business at this time.**

- b. Lower gate problems: Jane reported that the lower pedestrian gate does not lock and needs to be fixed. It will cost \$2600 to connect to a power source. Claude and Bud suggested adding a mechanical lock. Jane will follow-up. **This issue will remain as unfinished business at this time.**
- c. Liability insurance: Jane reported that liability insurance is paid through 2017. **This issue is closed.**
- d. Police Department agreement: Jane reported that Sea Links could have an agreement with the police department allowing them to drive through the community. Jane will ask Bud to follow-up. **This issue will remain as unfinished business at this time.**

3. DESIGN CONTROL COMMITTEE

- a. Shed Requirements: Claude reviewed the proposed addition covering shed construction to the Rules and Regulations.
- b. Flag pole and flag Requirements: It is desirable to add flag and flag pole guidelines to the Rules and Regulations. Claude will come up with design control guidelines for flags and flag poles in the community.

4. SAFETY COMMITTEE

- a. No parking signs for West entrance: Jane reported that the Fire Marshal said that even though the west entrance from the stop sign down to the gate is an emergency exit, anyone can park there as long as they don't block emergency vehicles from using the access road. Since the parking problem is only on holiday weekends it was moved and seconded that removable, temporary 'no parking' signs be made and placed on the road during busy holiday weekends. Bud to follow up. **This issue will remain as unfinished business at this time.**

5. MAINTENANCE

- a. Street Cleaning: Jane reported that last winter we had the streets swept 4 times at a cost of \$2,443, and that there are two options for North County street sweeping this year: 1 – annual contract; 2 – on-call with hourly rate. The board approved the second option. Sandy to email North County and inform North County that we will take the 2nd, on-call option.

- 6. **NEXT MEETING**: at Peace Arch Business Center, 8105 Birch Bay Square Street #205, Tuesday, December 8, 2015, from 7:00 – 9:00 PM.

- 7. **ADJOURN**: Meeting closed at 8:36PM. Signed: *Sandy Lahn*, Secretary

SEA LINKS COMMUNITY ASSOCIATION

Board of Directors

December 8, 2015 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 not conducted because no quorum was established

Board Members Present: Sandy Lahn, Secretary/Treasurer, Claude Newton, Design Control Director.

Board Members absent: Curtis Kinley

November, 2015, board meeting minutes were ratified via email later in December.

Signed: *Sandy Lahn*, Secretary