



# SEA LINKS at BIRCH BAY

*A Seaside Community*

Sea Links Community Association PMB 1190 4550 Birch Bay-Lynden Road Blaine, WA 98230

## 1<sup>st</sup> Quarter 2019 SLCA BOARD OF DIRECTORS MEETING

### Meeting Minutes

Sea Links Community Association

Board of Directors Meeting Minutes

Date: January 17, 2019

Location: Birch Bay Bible Community Church 4460 Bay Rd Blaine, WA 98230

Time: 7:00 p.m.

- A. Welcome: President, Joe Black
- B. Attendance/Quorum established: Agent of Record: Jane Mauk  
Joe Black, James Danger, Jane Mauk, Steve Skannes and Kelley Elford
1. Approval of agenda: 1<sup>st</sup> Joe Black, 2<sup>nd</sup> Kelly Elford: Unanimously approved

A motion was made by Kelly Elford to have the meeting run by relaxed Parliamentary Procedures. Seconded by Joe Black.

Jane Mauk amended the motion that Relaxed Parliamentary procedures require motions to be made by a First and Second.

Amended motion unanimously approved.

2. Annual Membership Meeting minutes from 12.8.18 presented for approval: Jane Tabled, 1<sup>st</sup> Joe Black, 2<sup>nd</sup> Kelly Elford: Unanimously approved  
James Danger will share his notes from the meeting with Jane.  
Jane can check with BBTA for their notes to compile meeting minutes.

Annual Membership meetings' minutes will be presented in draft form at our next Quarterly meeting, April 18, 2019. Approval of these minutes will not happen until our next Annual Membership Meeting in 4<sup>th</sup> quarter 2019.

3. 2019 Board of Directors Reports

President Report: Joe Black

Mailbox key:

Resolution to have two mail box keys by Kelly Elford. Second by Jane: Mauk:  
Unanimous

Steve has the first key. Steve will investigate getting a second key and report back to the board.

VP Report: James Danger

Banner Bank Checking Account Signature Cards

- a. SLCA Banner Bank Signature Authority: Motion to be made for a vote to determine who else needs to be a banking signature signer on our Banner Bank account with Treasurer, Steve Skannes. James Danger offered to meet with Steve Skannes to get the paperwork needed pre-completed and will bring documents to the BOD meeting to change the signature authorization card(s). James brought a new signature card to the meeting for all three of the Board of Directors listed below to be added and updated for our banking account at Banner Bank.
  1. Kelly Elford and Joe Black updated their info at the meeting.
  2. Steve Skannes got added to the new authorization card.
  3. Jane signed the signature card as SLCA Secretary indicating the resolution for these three to have check signing authorization for 2019.
  4. James will bring the completed signature card form to Banner Bank tomorrow.

## Treasurer Report: Steve Skannes and Cindy Polley BBTA

Budget reports and BBTA monthly reports to be put up electronically on google drive by Jane working with Cindy. Reports listed in the minutes can be accessed on the google drive.

### BBTA review:

December statement came today (1.17.19) to BBTA so Dec 2018 will be completed by end of month.

Monthly budget reports in the packet include: P and L, Reserve account, reconciliation report, check register, bank statements, deposit report and receipt. Bill pay report. Financial balance sheet was supplied to all board of directors.

Audit by Larson Groves with BBTA: Steve and Kelly will touch base on the Audit to gain understanding. They will work with Cindy at BBTA and Bethany at Larson Groves. First audit was required because of threshold dues in 2018.

Cindy Polley reviewed the dues collection summary report. Deadline is Feb 1, 2019. Board of Directors appreciated this new Reporting summary and asked if it could continue to be part of the monthly packet. Cindy said that would be easy to include.

Motion to have BBTA dues monthly summary report included in our Monthly Treasurer Report: Motion: 1<sup>st</sup> Kelly Elford 2<sup>nd</sup> Jane Mauk: Unanimously approved

Motion made by Joe to have late fee assessed by Feb. 1st, with late fee notice assessed with a neighborly cover letter sent out Feb. 15<sup>th</sup>. Steve will be able to offer possible ways to help out our members due to mitigating circumstances as the members respond to the Late Fee letters. Motion: 1<sup>st</sup> Joe Black, 2<sup>nd</sup> Kelly Elford: Unanimously approved.

Petty Cash and the Board approved restoration of the speed sign pole on Sea Links Drive. James Danger will continue to keep the \$200.00 Petty Cash fund and will work with BODs as needed in 2019.

Motion made by Kelly to define ministerial: This motion was tabled. Add to unfinished business for the 2<sup>nd</sup> Quarterly meeting. Kelly will investigate the definition of ministerial duties and how it applies to our By Laws and CC & Rs. Motion: 1<sup>st</sup> Joe Black, 2<sup>nd</sup> Kelly Elford: Unanimously approved

Secretary Report: Jane Mauk

State of Washington Secretary of State Registry annual renewal to be paid by BBTA Dec 13, 2019 via visa card, \$10.00 reimbursement fee to be added to the BBTA monthly payment invoice. Cindy is also filed the update of our 2019 SLCA Officers, as listed above.

Kelly will research having our Attorney, Mr. Greg Thulin to continue to do both counsel and our Registered agent.

Agent of Record: Emergency meeting via email: Motions and documentation of motions summary. The following motions were unanimously approved in writing via email by 100% of the SLCA Board of Directors:

Dec. 15, 2018

\$25.00 expenditure to reserve Birch Bay Bible Church for Jan. 17, 2019 Quarterly SLCA Board of Directors meeting.

Jan. 9, 2019

Replace the Speed Sign broken pole with Petty Cash Funds. Steve will coordinate with James Danger to access the petty cash funds and replace the pole and reinstall the speed limit sign on Sea Links Drive under Grounds and Maintenance.

Jan. 9, 2019

Steve Skannes authorized to get the mail box key from Joe Black's residence (he is out of town) and get the mail to BBTA to post Membership dues and take care of mail held from 12.8.18 to 1.9.19.

Jan. 10, 2019

Jane Mauk, SLCA Secretary to post announcement on website concerning Back Gate grass restoration from Construction damage by Tresses brought in for new home build on South Golf Course Drive.

Jan. 10, 2019

TOMAR Strobe switch and Photo Eye replacement , \$1,134.00. Front Gate equipment and electrical installation for optic eye allowing automatic entry for emergency vehicles. Expense under Grounds and Maintenance. Project managed by Steve Skannes.

Jan. 10, 2019

Jane Mauk, SLCA Secretary to post a Quarterly meeting reminder announcement for upcoming Jan. 17, 2019 meeting at Birch Bay Bible Church, at 7pm in the Fireside Room. JOM:jom

4. 2018 Committee Chair Reports (only had one Chair)

2018 Design Control Committee – Joe Black

Mostly roofing reroofs.

Pending: Tree Removal request due to wind hazards after Dec 20, 2018 storm, tree branches come down and damaged a car. Previous tree has fallen down property line between the Townsend and Piliponne homes. Peter Townsend Tree removal, county approval received. Doug Piliponne pending until county approved.

Colin McClain DDC inquiry Joe will check it out.

5. New Business

A. Finalize future meetings:

a. Motion made by Joe Black that the remaining Quarterly meetings be:  
April 18, 2019, July 18, 2019, October 17, 2019, at 7pm

Seconded by Jane Mauk

Unanimous

B. Motion made by Jane Mauk to finalize location (below) and time (7pm) of the remainder of our 2019 SLCA BOD Quarterly meetings will be held at:

Birch Bay Bible Community Church

4460 Bay Rd.

Blaine, WA 98230

Seconded by: Steve Skannes

Discussion: We can have it at the Birch Bay Bible Church unless a funeral happens to be required to use the facility that day.

Unanimous

C. Motion made by Jane Mauk that our Annual Members Meeting in 4<sup>th</sup> quarter 2019 to be held at (below) time to be determined:

Birch Bay Bible Community Church

4460 Bay Rd.

Blaine, WA 98230

Seconded by Kelly Elford

Unanimous

D. Discussion and decision on who will chair our committees for the 2019 service year. Determine Chair, number of BOD members on each committee and those from the SLCA membership. See By Laws to determined Committee chairs and number of BOD on each committee. Discussion to include:

- Whether we are going to have any committees;
- Establishing what the powers and abilities of the committees will be; and
- How we are going to deal with nominees to the committee.

I. Design Chair

Motion made that we have a Design Control Committee (DCC): 1<sup>st</sup> Joe Black, 2<sup>nd</sup> Kelly Elford: Unanimously approved

Motion made that Kelly Elford be the Chair of the DCC: 1<sup>st</sup> Joe Black, 2<sup>nd</sup> Steve Skannes: Unanimously approved

Motion made that the power of the DCC Chair be more of an investigative process and procedure and will bring each DCC request to the board for approval. 1<sup>st</sup> Joe Black, 2<sup>nd</sup> Jane Mauk: Unanimously approved

Motion made by Joe Black that Jane Mauk be the first point of contact for the [Sealinksboard@gmail.com](mailto:Sealinksboard@gmail.com) to sort mail to folders and/or forward new inquiries to each chair. Jane will check on google drive for full authorization to do the portal with BBTA. 1<sup>st</sup> Joe Black, 2<sup>nd</sup> Jane Mauk: Unanimously approved

II. Covenants Chair

Joe Black willing to chair the committee and field the inquiries, bring issues for action to the board. 1<sup>st</sup> Jane Mauk, 2<sup>nd</sup> Kelly Elford: Unanimously approved

III. Budget and Finance Committee

Kelly, Motion made to not have a Chair. Steve Skannes shared he would like to handle finances with Cindy Polley at BBTA. Steve can come to the board for further direction. 1<sup>st</sup> Kelly Elford, 2<sup>nd</sup> Joe Black Unanimously approved.

IV. Grounds and Maintenance committee

Joe, Motion made to not have a Chair. Steve Skannes shared he would like to handle grounds and maintenance with help from the community of volunteers. Steve can come to the board for further direction. 1<sup>st</sup> Joe Black, 2<sup>nd</sup> Jane Mauk: Unanimously approved

V. Design Committee: Tree removal, home remodel Peter Townsend  
Peter Townsend was at the meeting and shared that he had gotten County Approval to remove the trees on his property due to wind hazard. He also was asking about status on his home remodel. Since Kelly was newly elected DCC Chair, Kelly offered to walk Peter's lot to determine how the remodel would work, if a variance was needed, work together to figure out something for this build request. A Saturday, Jan. 19, 2019 walk through was agreed upon.

VI. Front Gate Back lit Keypad: Steve Skannes:

Motion by Steve Skannes: Grounds and Maintenance: The purchase and installation of the proposed back lit keypad. Steve provided, below, details to purchase and get installed to minimize cost, time and materials with the previously approved TOMAR and Photo Eye equipment for the front gate..  
Motion made: 1<sup>st</sup> Steve Skannes, 2<sup>nd</sup> Jane Mauk: Unanimously approved

VII. Announcement for Board approved installation of the TOMAR and Photo Eye upgrade and Back Lit Key pad at the Front Gate: Jane Mauk provided proposed announcement copy for board approval, hand out given. 1<sup>st</sup> Kelly Elford, 2<sup>nd</sup> Jane Mauk. Unanimously approved

VIII. Discussion on any additional committees we recommend we form for the 2019 year of service:

- Newsletter Motion made for Kelly to write up a Winter Newsletter that will be mailed with a Cover Letter from BBTA that explains the 2018 Reserve Budget Summary report that was required to be mailed to all SLCA Members with the 2018 Annual Membership meeting packet. 1<sup>st</sup> Kelly Elford , 2<sup>nd</sup> James Danger: Unanimously approved
- 2018 Reserve Budget Study Summary report handed out and explained by Cindy Polley at BBTA.
- Kelly Elford will send approved Winter Newsletter to Cindy for targeted mailing in January 2019.
- BBTA, Cindy Polley will work with Steve Skannes to build a new Reserve Budget study for 2019.

- Garage Sale Advisory Committee motion: Jane recommends we have a Garage Sale Committee. Volunteer only, no need for a BOD to be assigned. Possibly add this volunteer opportunity to the newsletter as an article item? 1<sup>st</sup> Joe Black, 2<sup>nd</sup> Steve Skannes Unanimously approved.
- Website Advisory committee motion: Jane recommends we have a Website committee to increase our website presence within the community and increase transparency. This could be a Board of Director lead or volunteer advisory committee with at least 3 SLCA members. Need to discuss policy/procedures and best practices for content, edit and announcements. This motion was tabled due to time. Add to unfinished business for the 2<sup>nd</sup> Quarterly meeting.
- Announcements
  - Jane Mauk made a motion that she be allowed to write up Website announcements to be approved by President, Joe Black and at least one other member to gain board approval at a majority vote. No second motion. Did not pass.
  - Motion made that the future 2019 Quarterly Meeting Reminder announcements be made by Jane Mauk at least 14 days before the quarterly meeting date. 1<sup>st</sup> Joe Black, 2<sup>nd</sup> Jane Mauk: Unanimously approved.

IX. Discussion on 2019 BOD Goals and Vision: All

Reserve Study vs pot holes Motion made to table this agenda item due to time. Add to unfinished business for the 2<sup>nd</sup> Quarterly meeting. 1<sup>st</sup> Joe Black, 2<sup>nd</sup> Steve Skannes Unanimously approved.

X. Grounds and Maintenance

A. Back gate light change dusk to dawn light: Steve Skannes

Motion made by Steve Skannes of the need for safety lighting at the back gate. Installation of a Dusk to Dawn photo cell at minimal cost, under \$100.00, to be installed by grounds and maintenance. 1<sup>st</sup> Jane Mauk, 2<sup>nd</sup> Joe Black Unanimously approved

6. Old Business

North County

Motion made for Steve to pay Invoice: \$1245.72 total for lawn maintenance which included \$759.50 street sweeping. . 1<sup>st</sup> Jane Mauk, 2<sup>nd</sup> James Danger Unanimously approved



7. Open time for SLCA members who attend the meeting for inquiry/discussion.  
Joe Black,, President acknowledged the 6 members present and thanked them for coming. James Danger said it was the most member attendance in a year to a general meeting and thanked them for coming.

Joe Black asked if there were any questions they had for the board:

Richard Drath volunteered to Chair the Advisory Garage Sale Committee.

Craig Mancuso asked questions on procedures for CC & R enforcement. He was referred to our on line CC & Rs.

John Kwiecinski asked about the blackberries in the vacant lots. Kelly Elford volunteered to investigate this inquiry.

Allen Griggsmiller asked if we could check on the pot holes.

Richard Drath asked about painting speed bumps or making stop signs visible, etc.

Danny Mauk asked about the optical eye on the back gate and maintenance of the back gate.

Board of Director, Steve Skannes stated he is working on putting together a maintenance schedule addressing these items for the board to review. He stated he is working to reinstall the speed sign on Sea Links Drive and putting up the Stop sign at the top of Golf Course Drive as you enter from the back gate.

8. Adjourn: 8:35pm

Next quarterly meeting: April 18, 2019, 7pm, Birch Bay Bible Community Church.

Submitted,  
Jane Mauk

SLCA Secretary

1.25.19 edition

