

Board of Directors meeting minutes  
October 19, 2022

United Methodist Church, 100 Blake Avenue

**Call to order:** The meeting was called to order at 5 p.m.,by interim president Channing Hillway in the Disciples Room at the United Methodist Church, our venue to gather from now on until further notice. Board directors attending: Ted Henry, Connie Jenkins (treasurer), Mary Powell and Channing Hillway. Thirteen homeowners were also in attendance.

**Approval of agenda and September minutes:** Channing called for a motion to approve the October agenda and the September minutes. **Both motions were seconded and approved by the board.**

**Interim president’s report (Channing Hillway):**

Two factors in our lives should serve as signals to guide us toward planning for change. The first factor, persistent wildfire smoke in our area, may be a continuing, annual feature of the transition from the end of the dry season to the solid beginning of the rainy season, which we are anticipating. The second factor, the recent water delivery issue, reminds us that we need to maintain strong financial reserves not only for the planned, long-term maintenance and remove-and-replace issues, but also for issues that arise requiring an immediate response.

Thanks to Connie Jenkins for spearheading our effort to find an indoor, permanent meeting place.

To address concerns that our HOA may be out of compliance with the Revised Code of Washington and our own CC&Rs, we have established and Ad Hoc Committee on Policy Compliance, Connie Jenkins, Ray Fredell and Cary Fast engaged in the review of documents to ensure our compliance. Ray Fredell and Cary Fast continue to be away for prolonged periods. They have been unable to meet for a matter of weeks.

You may have noticed I sent out a message regarding our joint responsibility to pick up our dog’s poop when it’s not on our personal property. My dog, Sam, is quite intelligent. He would likely be upset to learn the Border Collie is regarded by dog intelligence experts as the most intelligent. A black and white Border Collie used to live here, with his owner, until his owner moved out of our Community and presently resides nearby. The dog apparently wishes to continue a connection to Sun Meadows. A master of escape, the border collie gets out of a fenced backyard and ranges into Sun Meadows, often taking a moment to leave his calling card near the junction of Liberty and America. The owner is known to Mary Powell, who has contacted him, in the past, when the dog was found wandering on our streets. The owner claims he is doing his best to restrict the border collie from wandering at will.

I walk two or three times per day, with my dog Sam, sometimes including my wife, Sue, and we have not recently seen dog poop left behind by dog owners. People seem to be diligent in picking up their dog’s poop. If you see dog poop, you will likely see it on Liberty or America. That will be a message from the black and white border collie desperate to maintain his presence in our community. Please carry an extra bag and, if you see his poop, pick it up and bag it as courtesy to us all.

**AD Hoc committee on meeting location (Connie):** This committee consists of Connie Jenkins, Mary Powell and Bob Metz. As previously reported, the committee recently procured a meeting area for the Sun Meadows board meetings, the site being the United Methodist Church, the Disciples Room, which is very convenient for our neighborhood. The cost is $25 per meeting. Connie, as treasurer, said it is much easier to pay the entire cost for as many meetings we have for the next year. She will work this out with our accountant. **Channing asked for a motion to authorize paying the rent to the church for the period of one year. The motion was seconded and passed.**

**OLD BUSINESS**

**Ad Hoc committee on policy compliance (Connie)**: This Ad Hoc committee consists of Ray Fredell, Cary Fast and Connie Jenkins. In light of the fact that the state RCWs have been updated, the committee spent some time comparing the new RCWs and the Sun Meadows CCRs. Because Ray and Cary were on vacation, this committee reports were tabled until a future board meeting.

**Committee reports**

**Finance (Bob Metz)**: Action item: Audit. The finance committee consists of Bob Metz, chair, Connie Jenkins, Mari Chesser and Dee Burrrell, however, the committee would like to have a few more members. The committee is working on the 2023 budget and will try to have it ready for the December board meeting for board approval. As for the audit, Bob reported he found a company that prepares audits for HOAs. The company, Baker, Overby & Moore, Inc, is located in Port Angeles. There will be a new line for the audit that should be on the agenda for the annual meeting. In order to waive the audit a quorum of 67 percent of the annual meeting attendance is required. On another note, all but four homeowners or renters have signed up for the Sun Meadows website.

Channing called for a motion to accept the finance report. Motion was seconded, the motion passed.

**Maintenance and water issue (Ted Henry, Bob Metz and Bob Clark):** Homeowner Bob Clark was very helpful with the water situation that occurred last month. Bob Clark gave an overview of the water system and why some homeowners experienced no water on several days and low water pressure. Bob Clark walked through the water system with our water company and discovered a light was out that was supposed to be on. An electrician came and fixed a battery and a relay that told the system to shut down. After the adjustments, the water has been working as should.

**Ted:** The storm drain in the settling pond behind the homes on Independence and America has been cleaned out. A few ducks have already returned, so we might say ‘we have our ducks are in a row,’ The lawn maintenance has been shut down for the winter months, and the sprinkler systems have been shut down as well. Ted and Bob discussed getting some shelves and buying an upright cabinet for the storage space in the pump house. This would go along way to organize the mounds of paper work and folders that has been piling up for the past several years.

**Channing called for a motion to accept the maintenance report. Motion seconded and passed.**

**Compliance committee (Mary Powell):** Not much to report, except that Pam Metz is not a member of the compliance committee. We are looking for a couple more volunteers for this committee, however.

**Architectural committee (Pam Metz):** This is the committee to go to if you are planning to paint your house, build a fence, or make any other major visible changes to the property. Please contact the committee chair for pre-approval if you are planning projects of the kind mentioned above at shortdudei@yahoo.com. There has been some confusion within the neighborhood, indicating the set of rules for painting and whatnot are not published so that owners know exactly what to do. The rules, however, are clearly stated in the rules and regulations section on the website. Nonetheless, a document will be written clearly stating the guidelines.

**Channing called for a motion to accept the document to be written and published. Motion seconded and motion passed.**

**Ad Hoc elections committee (Mary Powell):** According to the Washington State RCWs for HOAs, a meeting of the association must be held at least once each year. This has become to be known as the annual meeting. The board will set the date for the 2023 annual meeting at the November 16 meeting, most likely at the end of February or the first week of March. All pertinent information regarding the annual meeting will be mailed to each homeowner between 20 and 50 days prior to the meeting. Last year (which because of Covid restrictions, the annual meeting was by only, this year, however, will be in person). Last year 54 percent homeowners participated and voted. This year, the goal is for 80 percent of the homeowners to participate and vote. Remember, there are percentages required by the CC&RS for the vote result to be valid.

**NEW BUSINESS**

**Halloween traffic (Ted Henry, Bob Metz):** From past years, it is a sure bet Sun Meadows will be inundated with trick-or-treaters, anywhere from 200-300. To ensure safety for our little visitors, it has been suggested traffic barriers be set along both sides of the entrances, at Independence and Liberty. Last year, apparently, both entrances were blocked with cars, which meant no in out access in case of an emergency. Ted and Bob will check the city for traffic barriers we can borrow for the Halloween evening.

**HOMEOWNERS CONCERNS**

**Dog problems:** Dogs barking Patriot and independence were the concern of the day. CCR 3.4.7 addresses dogs and pets in Sun Meadows. However it does cover issues such as barking, just that pets that are a nuisance to the neighbors should be kept on its lot. The consensus was that dog issues should be under the control of the owner, make sure latches on gates when leaving , don’t leave the dog outside alone, it prompts escaping and barking. Bottom line, it’s up to the homeowner to take care of their pet(s).

**Backflow valves:** According to Bob Metz, there are 37 homes in Sun Meadows that have back flow valves for automatic sprinklers. Don Pickens company, that blew out the valves said there are no problems with the back flow valves, with the exception a small fix at one home. The report showing the results, will go out with the bill.

**A motion was made, seconded and passed to send the results to owners who have back flow valves.**

The meeting was adjourned at 6:45 p.pm. The next meeting is Wednesday, November 16 (yes tomorrow, so sorry for the delay), 5 p.m. at the United Methodist Church, 100 Blake Ave., Sequim in the Disciples Room. All Sun Meadows homeowners and renters are welcome.

Respectfully submitted,

Mary Powell, secretary, board of directors

Sun Meadows