

DECEPTION PARK VIEW COMMUNITY ASSOCIATION

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August 4, 2024, Board of Directors Meeting Minutes

1. Call to Order – Kathleen Johnson, President 2:07 pm

Present: Kathleen Johnson – President, Ryan Parsons – Vice President, Josh Blee – Treasurer, Emma Donohew – Secretary, Greg Martin – At Large, Mark Joy – Community Member.

2. Review and Approve Meeting Minutes – Emma Donohew, Secretary

a. Board Meeting – April 25, 2024

At the April Board there was a discussion about the DPV height variance for new builds and/or reconstruction. Information about this is in the Covenants & Bylaws and to highlight it more centrally it is also located on the C & B page on the DPV website. Kathleen reminded us that written approval is required from residents whose homes water view will be impacted, which specifies\includes the houses not just nearby but also above the home, on Deception Circle for instance.

Emma will add conversation about height variance to the minutes and about where people can find the information. The Board will find the form that residents can use to ask other neighbors about height variance view. Josh seconded. Approved.

b. Annual Meeting – June 30, 2024

Kathleen motioned for both April & June minutes to be approved. Josh seconded. Approved.

3. Financial Report – Greg Martin & Josh Blee, Treasurer

a. Current Status as of July 31, 2024

- Community \$20,688.11
- Water \$42,964.21
- CIP \$222,109.10

b. Interest-Bearing Account Status

DPV Board Members Greg and Josh are working on the transition of treasurer duties & information. There was discussion about setting up a meeting time with Greg, Josh & Kathleen at Heritage Bank to ensure that access is granted to all necessary members. Kathleen will bring minutes and secretary of state paperwork to identify current board members. After access is granted, the Board can work on Interest-Bearing account and will revisit this topic next month.

c. 2023-2024 Final Financial Report

The 2023-2024 Financial Report still needs to be completed. Kathleen & Josh will aid Greg in putting together the financial report for the past year. Emma will send the report that was sent out for 2022-2023.

d. 2024-2025 Proposed Budget

After the financial report is put together, the Board can complete the 2024-2025 proposed

budget. Kathleen requests doing this with the treasurer and one at-large member. A meeting time was set up for the following week (August 6) to discuss the 2024-2025 budget.

e. Financial Records Audit

The Board had a robust discussion about the challenges of needing to complete a financial audit but being unable to find someone to do so. Josh motioned to have Kathleen in her capacity as a financial manager do the financial audit for the 2022-2023 & 2023-2024 fiscal years (and include what else is needed). We offered this work to be done at a bookkeeper's rate of \$30 an hour. Emma seconded. Approved.

4. Water System Project Update – Josh Blee, Treasurer

a. DWSRF Loan Status

In order to move forward with our DWSRF Loan we are working to find a CPA who can help us with our tax exemption status. We had an update that the person we had reached out to for Tax Help (Kristin Whorley) had still not responded by May 17, 2024. The Board will send the most recent financial information to Kathleen so she can verify our records are up to date. There was discussion to move forward in finding another CPA. Greg will reach out one more time to see if anything else is needed or if it's time to find someone else. Emma and Ryan will check in CPA contacts and pass on contact information to the board.

b. Other Upgrade Statuses

Discussion was had about the water main and pump house project. Josh will find out about Lot 8 and the water mains actual location. We found out from a resident that the line was hand dug and may not go underneath a residence. It has been surveyed, but no actual dig has been done to see where the main runs. Since it is an asbestos pipe, this will need to be done carefully and/or professionally.

The DPV Board discussed the possibility of connecting with the city of Oak Harbor's water system. Although research was done a few years ago it was still found to be more cost efficient to have our own system.

Pump House Priorities:

Josh outlined our project priorities which include moving the electrical underground, getting a new well house installed, and moving chlorine treatment into new well house, including electrical wiring so a small heater can be installed to heat in the cold. Currently getting a bid from Island Electric to install electrical wiring into well house (county said we don't need a permit for it). Josh will report back.

5. Covenants and Bylaws Report – Ryan Parsons, Vice President

Discussion Tabled until next Board Meeting

6. Old Business – Kathleen Johnson, President

a. Community Watch

Discussion Tabled until next Board Meeting

b. Community Park Development and Maintenance (Insurance)

Kathleen sent in DPV Neighborhood insurance paperwork including the community park. Discussion was had about listing the structures and fire pit and how we will need to post a

sign including fire pit restrictions. (use at your own discretion, safety rules). Kathleen will report back on our deductible. Kathleen will increase or decrease deductibles. The Board agreed to pay for insurance on community park (structures, tables and fire pit) so that we can be ready for a play structure or sport court. Signs for the community park that read "Unsurprised Play Area: Use Play at Your Own Risk" were purchased by Greg when the structure was put in place.

7. New Business – Kathleen Johnson, President

Question from Community Member: A resident was asking about the water main project and if it would be an issue if they built a retaining wall/fence before the water main project was completed. The Board discussed that we still have not gotten preconstruction bids on the line, which means there is still time in this process. The DPV Board will consult with the resident when the time comes about putting the fence around the water main/pump house. The Bylaws and Covenants read that permission is not needed, unless it is over 6 feet.

This question was a good reminder that when this water main project goes underway, and a new water line is connected to the system there may be disruption to service briefly. We will inform residents of this transition when it is time. Resident Mark Joy offered to help mow the access road to the water tank. The Board appreciates and accepts his offer.

Discussion tabled on the following agenda items until the next meeting for time purposes

- a. 2022-2023 Final Financial Report DPV
- b. Position Descriptions, Assignments, and Expectations
- c. Document Storage
- d. Board Meeting and Annual Meeting Schedule
- e. Event Planning (Fall, Halloween, Thanksgiving, Winter, Spring, etc.)

8. Set Next Board Meeting Date/Time – Kathleen Johnson, President

Next Board Meeting set for September 15th @ 2 pm in Community Park

9. Adjourn – Kathleen Johnson, President, 4:08 pm