

DECEPTION PARK VIEW COMMUNITY ASSOCIATION

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Minutes of the Deception Park View Community Association Board Meeting July 19, 2022

1. Call to Order – Mark Turner, President

President Mark Turner called the meeting to order at 6:08 pm. Present at the meeting were: Mark Turner, President; Lisa Aydelotte, Vice President; Zakkary Miller, Treasurer; Emma Donohew, Secretary; Josh Blee, Water Manager (via phone); and Zachary Wilkowski, Special Projects Coordinator. Guests in attendance: Kathleen Johnson (board advisor), Claud Linn, Mark Joy, Mark Maris, Jimmy Buday, Karen Milton, and Eric Olausen.

2. Review and Approve Annual Meeting Minutes of June 24, 2022 Review and Approve Board Meeting Minutes of May 16, 2022

The Board reviewed both sets of minutes, Mark motioned to approve, and Zakkary seconded the motion and the motion carried with no objections. *(All documents are available on the website under meeting tentative minutes).*

3. Financial Report – Zakkary Miller, Treasurer

- a. **Current Status** – The ending balances with Washington Federal Savings are as follows:
\$181,656.67 for Capital Improvement Projects (CIP)
\$10,113.38 for Water account
\$14,508.27 for Community Account

- b. **Financial Institution Transfer** – The WA Federal Savings Oak Harbor branch is closing in early August. The accounts will be moved to Heritage Bank by the outgoing treasurer, Kathleen Johnson. Per the annual meeting the new account signers are the treasurer, secretary, president, and vice president. New bank account signers will need to complete the customer information form and provide their driver's license.

- c. **Whidbey Water Services Accounting Transfer** – At the May board meeting, the board approved to turn over accounting services to Whidbey Water Services (WWS) with the estimated cost of \$75 for accounting and we are currently paying \$75 for billing. This will transition the treasurer's position to oversight over the accounting and billing services. It was recommended that WWS invoices be sent to the president, treasurer, and water manager via email. They are currently mailed to the Association mailbox and Kathleen is currently receiving them.

- d. **Property Title Transfer** – The board discussed the title transfer costs to new owners that was billed on the WWS invoice. Josh made the motion to have the new residents absorb the cost of the property title transfer in their regular water billing, Mark seconded the motion and the motion carried with no objections. Kathleen agreed to contact WWS.

- e. **Financial Records Audit** – Kathleen dropped off the records at NW Bookkeeping Services to conduct our annual audit after the annual meeting. The cost will be \$300.

4. Community Water System Replacement Report – Josh Blee, Water Manager

- a. **USDA Loan Status** – Per our annual meeting, our project has been approved we are still waiting for the official funding.

- b. **Engineering Bids** – At the annual meeting it was requested we continue to pursue a secondary bid for our project. However, Darla O’Conner from USDA stated that another engineer would need to accept and use the preliminary report submitted by Davido Consulting Group. Josh agreed to consult Wilson Engineering for a secondary bid.
5. **Water Management Report – Josh Blee, Water Manager (via phone)**
- a. **Aquifer Measuring/Installation Status** – We purchased an aquifer troll through King Water Company over a year ago and they never installed it (it cost over \$8,000). Josh has not talked to Andy Campbell, but we were told it was not the correct aquifer troll for our system. Josh will connect with Andy as soon as possible to confirm and what our course of action should be. There was discussion that we have not measured the water after new homes have been built and that this troll would provide us with real time numbers. Claud has a meeting with Andy on Thursday 7/21 at 2 pm and will ask Andy about the aquifer troll and will get back to us.
 - b. **Whidbey Water Services (WWS) Update** – WWS had some returned mail and we recommended they keep trying as this has happened in the past due to different mail carriers. We also had a tree fall at the tank grounds access road. WWS contacted us first; however, we are unsure if the homeowner took care of the tree or WWS. WWS is having good communication with us and is so far meeting our expectations. They quickly respond when there is a water issue. WWS would like residents to contact them first when there is a water issue, then communicate with the board if problem persists.
6. **Special Projects Report – Zachary Wilkowski, Special Projects Coordinator**
- a. **Tank Grounds Maintenance Status** – The grounds need to be mowed. Zack and Mark will take care of this.
 - b. **Pumphouse Repair and Pest Control** – Rodents destroyed some insulation in the pumphouse, Cranberry Repair repaired some of the buildings and were asked to give us a bid on the insulation, but they have not gotten back to us.
 - c. **Tank Building Restoration Workday** – Cranberry Repair rebuilt both small buildings and put a new roof on the shed; however, the larger buildings need to be painted and other repairs.
 - d. **Community Park Planning/Construction Status** – There was a discussion about the challenges of putting in a play structure. This will be discussed in more depth later. Mark created signs for community park workdays and board meetings, which are at the entrance.
7. **Covenants and Bylaws Report – Mark Turner, Covenants Chair**
- a. **Covenants Enforcement Report** – The biggest complaint lately is dogs are getting lose in the community. Mark is attempting to enforce the policies. There was a discussion about how to help a specific neighbor with repairing her fence as her spouse is deployed and she is pregnant.
 - b. **Architecture Committee Report** – There are no updates.
8. **Hospitality Report – Emma Donohew, Hospitality Coordinator**
- a. **New Resident Report** – Two new residents have been given packets by Kathleen. Emma and others met one of the new neighbors and held a small BBQ and campfire at the fire pit in July.
 - b. **Community Park Donations Status** – There are no new donations.
 - c. **Community Activities** – Deception Pass State Park will hold their 100-year anniversary community picnic at Cranberry Lake on Saturday, July 23rd. Residents encouraged to attend.

9. Old Business – Mark Turner, President

- a. None

10. New Business – Mark Turner, President

a. Annual Meeting Concerns

- At the inspiration of Zachary Wilkowski, Mark created individual gmail accounts for each position. The Association already has a general gmail account with google drive, where all the documents and history are kept.

- Residents in attendance expressed concern about the water lottery and how we have the water connections. Kathleen explained that the WA Department of Health authorized 100 water connections after we conducted the Capacity Analysis in 2018-2019. All the documents are available on the website.

- Discussion began about water and water pressure being different dependent on which part of the neighborhood you were in. There is a request to have a specific water meeting at a future date to discuss current water usage and how it relates to future building in the neighborhood.

- b. Process for Approval of Association Business Between Meetings** – Mark suggested that email, texts, and phone calls would work unless a special meeting needed to be called for bigger issues.

- c. Board Meeting Schedule** – The planning is to meet the 3rd Tuesday of each month.

11. Set Next Board Meeting Date/Time – Mark Turner, President

The next board meeting is scheduled for August 16, 2022, at 6:00 pm at the Community Park, weather permitting.

12. Adjourn – Mark Turner, President

The meeting adjourned at 7:46 p.m.