

# DECEPTION PARK VIEW ASSOCIATION

4997 DECEPTION CIRCLE, OAK HARBOR, WA 98277

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## MINUTES OF THE ASSOCIATION BOARD OF DIRECTORS MEETING MAY 16, 2022

### 1. Call to Order

President Josh Blee called the meeting to order at 6:38 p.m. Present at the meeting were: Josh Blee, President; Kathleen Johnson, Treasurer; Matt Butler, Special Projects Coordinator; Sallie Blackstock, Water Manager; and Melonie Miller, Hospitality Coordinator. Guest in attendance: Fara Butler. Greg Johnson, Vice President, was excused. Kathleen agreed to take the minutes in the absence of a secretary.

### 2. Review and Approve Board Meeting Minutes from March 14, 2022

The Board reviewed the minutes, Melonie motioned to approve the minutes and Matt seconded the motion and the motion carried with no objections.

### 3. Financial Report – Kathleen Johnson, Treasurer

A. Current Status – The ending balances with Washington Federal Savings are as follows: Water account ending balance is \$7,401.23; CIP account ending balance is \$176,656.41; and Community account ending balance is \$15,568.31.

B. Annual Dues Status – As of April 30th, 81 of 91 owners had paid their annual dues. Total collection was \$6097. Kathleen sent out notices in March. Kathleen received a report from Whidbey Water Services (WWS) today, May 16th, on dues paid with the last billing cycle as they included this with the water statements but has not updated the information.

C. Status of Treasurer Position for 2022-2023 – Kathleen agreed to allow her name to stand to help the Association through the USDA loan process. However, by the end of the meeting Kathleen withdrawn her name but will serve in an advisory capacity if needed.

D. Other financial concerns not on the agenda:

1) Kathleen provided a sample of Whidbey Water Services (WWS) financial reports they provide if we pay them to handle our accounting, this will make the future Treasurer's job easier as they will pay all the bills. After some discussion, Josh made a motion to contract with WWS to do the accounting and Kathleen seconded the motion and the motion carried with no objections. Kathleen will contact WWS.

2) Washington Federal is closing their Oak Harbor branch on August 9, 2022. WWS has already requested we switch to Heritage Bank. Kathleen spoke with a representative at Heritage Bank today, May 16th, to find out what we needed to setup our accounts with them and requested they send an email. They need the following: articles of incorporation, corporate by-laws, meeting minutes signed and dated authorizing the accounts and the signers, EIN, business license, and signers' information. After some discussion, it was agreed that Kathleen Johnson and Josh Blee would be the authorized signers until the election on June 24th. Melonie made a motion to setup the accounts at Heritage Bank and approve the authorized signers as soon as possible and Kathleen seconded the motion and the motion carried with no objections.

3) Kathleen requested permission to conduct the financial records audit after May 31st (the end of our fiscal year) instead of waiting until August to make the request. Josh motioned to audit the records after May 31st and Melonie seconded the motion and the motion carried with no objections.

#### **4. Community Water System Replacement Report – Kathleen Johnson**

A. USDA Loan Status – Kathleen forwarded an email from Darla O'Connor from USDA to all board members concerning the Build Back, Buy American policy that could impact the project construction timeline. Project delays were discussed.

B. Engineering Preliminary Report Status – Kathleen informed the Board that the engineers reached out requesting clarification on questions Darla had on the preliminary report (such as were any of the recommendations from the capacity analysis report completed, which were not). There was discussion about the generator and whether we needed to replace it with this project. Sallie agreed to connect with the company who has provided maintenance but felt it did not need to be replaced. Sallie also believes we should replace the water meters now instead of waiting and will connect with WWS – everyone agreed it would probably be cheaper. There was lots of discussion on whether we should continue with the water main replacement, which is why we were pursuing the USDA loan. Sallie was informed that our current asbestos water mains have a 200-year lifespan not a 50 year as previously believed. However, Melonie expressed concern that the other components probably do not have that lifespan and the cost of replacing the pipes is only going to get more expensive. Kathleen also noted that we increased the water basic rate almost two years ago to prepare for this USDA loan and if not pursued we would need to refund all residents this additional capital improvement fee. There was no vote on our course of action.

C. Seeking Alternative Engineering Bids – Sallie has not had the opportunity to reach out to other engineering companies and took this again for action. She was given a name (Wilson) from Claud Linn at the January meeting that she will contact.

#### **5. Water Management Report – Sallie Blackstock, Water Manager**

A. Whidbey Water Management Update – Sallie plans to meet with Andy from WWS sometime soon to discuss our system and to verify projects he has completed. Kathleen noted that our electric bill has gone down since WWS took over.

B. Well Monitoring Equipment Status and Installation – Sallie will discuss this with Andy at their meeting.

C. Status of Water Manager Position for 2022-2023 – Sallie plans to resign and Josh would like to be considered for this position. Kathleen motioned to keep Sallie on in an advisory capacity for the next year and Melonie seconded the motion and the motion carried with no objections.

#### **6. Special Project Report – Matthew Butler, Special Projects Coordinator**

A. Tank Grounds Maintenance – Matt reported that he plans to mow this coming weekend, which will be his last task as he is moving to Arizona next Thursday, May 26th.

B. Pumphouse Repair and Pest Control – Matt and Fara reported that there has not been any evidence of rodents since we started pest control treatment. Kathleen provided the

pumphouse repairs bid received from Cranberry Repair and Renovations, Jordan Walma. Kathleen made a motion to accept the bid for repairs and Matt seconded the motion and the motion carried with no objections. Kathleen agreed to contact Jordan.

C. Status of Special Projects Coordinator Position for 2022-2023 – Because Matt is moving, he will not be considered for this position. We have had no one step up, except Mark Turner who also wants to be considered for the president’s position.

D. Community Park Planning/Construction Status – Kathleen reported there were seven residents at the April workday and five residents at the May workday. She provided the tentative annual report of activities and progress. Jordan Walma has been mowing the lots and Kathleen made a motion to pay him \$25 each time and Josh seconded the motion and the motion carried with no objections. Kathleen will contact Jordan to see if this is adequate compensation, he is currently doing it for free. Kathleen will be resigning as the Community Park Coordinator.

## **7. Covenants and Bylaws Report – Kathleen Johnson, Chair**

A. Covenants Enforcement Report – Kathleen provided the Covenants Enforcement Report, which listed two residents requested permission to remove trees in March and a resident requested an extension on repairing a fence in April. Follow up letters need to be sent out to some residents that had a deadline for compliance on April 23rd.

B. Architecture Committee – Kathleen reported that no architectural requests have been submitted.

C. Status of Covenants Chair for 2022-2023 – Kathleen will be resigning as the Covenants and By-laws Chair.

## **8. Hospitality Report – Melonie Miller, Hospitality Coordinator**

A. New Resident Report – Melonie reported no new residents in the community.

B. Annual Neighborhood Cleanup Day – Melonie reported that the annual neighborhood cleanup during the week of April 15-25, was a success. We filled two dumpsters. Kathleen asked if Melonie has received any updated statements or bills because there have been no additional charges or refunds to the account. Melonie will contact the company.

C. Community Park Donations Status – Melonie reported no additional donations have been received except the \$250 from Kings-Men Construction.

D. Status of Hospitality Coordinator Position for 2022-2023 – Due to health concerns, Melonie is resigning effective immediately.

## **9. Old Business – Josh Blee, President**

A. Annual Meeting Agenda – Josh asked if there were any changes or updates. There were none.

B. 2022-2023 Proposed Budget – Josh asked if there were any changes or updates. There were none.

C. 2022-2023 Board Meeting Schedule and Annual Meeting – Josh asked if there were any changes or updates. There were none.

## **10. New Business – Josh Blee, President**

A. Status of President / Vice President / Secretary Position for 2022-2023 – Josh and Greg are both stepping down from their positions as president and vice president.

B. DPV HOA Board Status – Summary of Open Positions and Potential Replacement Board Members – Kathleen reported that Mark Turner is interested in the President position. The only concern is he is active duty and is currently deployed, will this interfere with his ability to perform all duties. Kathleen reported that Lisa Aydelotte is interested in the Vice President position. The concern is does she understand that the potential president is active duty. Kathleen reported that no one has stepped up to be the secretary or any other positions. Melonie suggested asking the Cobbs and Kathleen agreed to reach out to Jimmy Buday and the Claborns.

C. Managed HOA Discussion – Josh investigated the option of hiring a company to manage the HOA and provided the information via email. Kathleen calculated the costs, and it would cost the Association \$13,968 yearly before taxes plus an initial setup fee of \$582. This would increase the annual dues to almost \$200/year. We would still need a standing board with a minimum of three board members per our by-laws (president, secretary, and treasurer). It was decided that this was not cost effective particularly since we would still need a standing board.

**11. Set Next Board Meeting Date/Time – Josh Blee, President**

The next board meeting is scheduled for August 8, 2022, at 6:30 pm at the Community Park, weather permitting.

**12. Meeting Adjournment – Meeting adjourned at 8:08 p.m.**