

# Deception Park View Community Association

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## September 15, 2024, Board of Directors Meeting Minutes

### 1. Call to Order – 2:06pm Kathleen Johnson, President

Present: Kathleen Johnson, President; Emma Donohew, Secretary; Josh Blee, Treasurer; Greg Martin, At Large. **Absent:** Ryan Parsons, Vice President

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

#### a. Board Meeting – August 4, 2024

Josh motioned to approve the minutes from August 2024, Kathleen seconded. Approved.

### 3. Financial Report – Josh Blee, Treasurer

#### a. Current Status as of August 31, 2024

Water \$35,730.81

CIP \$237,116.71

Community \$19,386.80

#### b. Interest-Bearing Account Status

Transferred on August 7, 2024 from Capital Improvement savings account and water account and are currently getting about 4% interest.

\$200,000 into a 13-month CD

\$25,000 into 3–5-month flex

#### c. Pacific Power Group Dispute

Board discussed the Pacific Power bill dispute that is ongoing. For history: the previous board president had authorized them to do a diagnostic check to look at the pump house with a required \$400 deposit to initiate the work. A worker from Pacific Power came out for about an hour to look at the problem. An unauthorized \$471 dollars was removed from our bank account for work that hadn't been done. Upon presentation that this work had not been completed, Pacific Power then retroactively provided proof "diagnosis sheet" to try and show that they did it. DPV Treasurer continued to reach out about a reimbursement since the work had not been done. No response was received. DPV Board disputed the charge with the bank, and it was refunded. Pacific Power waited until change of Presidency and then began resending same incorrect invoice (received two as of this board meeting). Josh, the new Treasurer, reached out and requested to be contacted directly to try and resolve this (received initial invoice on January 31, 2024).

#### d. 2023-2024 Final Financial Report - discussion below.

#### e. 2024-2025 Proposed Budget

The proposed 2024-2025 budget was based on the 2023 numbers with a small increase.

Board discussed water maintenance costs and ensuring that they are included in budget forecasts of around \$20-30,000 per year.

Basic upgrades have been and are being completed so the water easement is set up when the time comes for upgrades. A high priority is putting the pump house in. Longer discussion regarding line item for \$20,000 for water maintenance was held. Josh requested a line item be included for well upgrades. Board suggested budgeting \$20,000 for items apart from pump

house engineering. \$6,000 was suggested for regular water maintenance. Website will be billed in April 2025 for 2 years at \$240. Kathleen will update the proposed budget line items and re-send.

**f. Financial Records Audit**

**1. 2023-2024 Updates**

- Board Member Compensation – Discussion about the pump-house work done by board members. Discussion about what was charged to ensure the right account was billed for well maintenance. Well House Budget to be updated.
- 2. Missing invoices from CALS for October 2023-February 2024.  
Board members will reach out to try and track down missing invoices from Mark so we can be transparent about what work was done. Kathleen wants to ensure that all money spent is linked to a project or budget line item so neighborhood could keep track. An invoice number needs to be listed under each item purchased.
- 3. One of the priorities of the last board was to not have board members doing things for free. Kathleen agreed; however, a board member can choose to donate more time. As an example, Ryan has requested not to be compensated for attending board meetings, he wants that money to stay in the community account to fund park development.
- 4. Josh is still in transition to Treasurer duties, previous Treasurer Greg will help pay the last PSE bill/invoice and it will now be in autopay. Once an invoice is paid it will be moved to the appropriate email folder in the DPV account.
- 5. Josh will continue to use the water manager email account, as he still has some engineering work in progress.
- 6. Board expressed deep appreciation to Kathleen for completing the Financial Audits. Emma motioned to pay the invoice for the 2022-2024 Financial Audits via Financial Freedom Basics LLC. Josh seconded. Approved.

**4. Water System Project Update – Josh Blee, Treasurer**

**a. DWSRF Loan Status**

- 1. Kathleen researched and found the form about how to file/find our tax returns. May be penalized for filing late in 2024. She will check and report back to the Board about the tax status.
- 2. The engineer reached out to ask if we needed help filling out our application and mentioned to reach back out if so. There was discussion that the engineering firm will charge if they assist with the application. Kathleen motions that we allow Josh to contract with Wilson Engineering to fill out the DWSRF loan paperwork. Greg seconded. Approved.

**b. Other Upgrade Statuses**

- 1. Pioneer Tree Services hit a water meter spicket and it caused a small water line break earlier this month. WWS took care of it, and DPV board will pay for the fix and charge owner Claude Linn for the cost.
- 2. For our Information: Island H2O contacted and asked if they dealt with multi-party wells. Stated that they could take a look at the pumps and our well house. Discussion about using UV light instead of chlorination. Will revisit at next meeting.

## **5. Covenants and Bylaws Report – Ryan Parsons, Vice President via Kathleen Johnson**

### **a. Covenants Enforcement Report**

1. All vacant lots have been contacted via letter or phone and requested work completed by the end of September.
2. Include in newsletter reminder about not parking on the street
3. Lot 27 given estimate on cutting back trees
4. Residents contacted about overgrown lots and how to contact board for additional time or information.
5. Kathleen motions that we hire Hanselman Enterprises for no more than \$2000 to create a 10 ft perimeter on blackberries/trees on lots 62 & 63. DPV Board will ask Whidbey Water Services to add this cost to their account. If they aren't in compliance by September 30, 2024, and it will be added to his account. Greg seconded. Approved.

### **b. Architecture Committee Report - no report**

1. The board discussed how the lines of the easement for lots at the top of the neighborhood may not match the water pipe below. Will revisit when we move forward and rerouting the lines to make space for fire flow.

### **c. Bylaws and Covenants Review – no report**

## **6. Old Business – Kathleen Johnson, President**

- a. Community Watch – Discussion about not having a formalized Community Watch as it is time consuming and overly cumbersome. Learned that there is a Sherriff Citizen Patrol, we can contact them if we see suspicious activity. DPV Board will encourage neighbors to get immediate neighbors contact info so we can be looking out around us. Kathleen will investigate Mass message system for neighborhood updates.
- b. Community Park Development, Maintenance, and Insurance  
We are current on insurance for the park and maintenance is as needed. We have received bids on lawn mowing and will try to get a regular schedule to ensure the park is clean and hospitable to all residents. Kathleen is currently mowing and Jeffrey is weeding the ditches at no charge to the community.
- c. Tree Removal on Cranberry Drive
  1. A tree was removed by Hanselman Tree Service on Cranberry Drive to stop tree roots from interfering with water main system on the home. There will be additional work to remove the stump from the direction of the water line. Still needs follow-up to complete this work. Board will see if we can get a bid on the additional tree removal.
- d. Logo and Community Signage (Revisiting from Feb 2024)
  1. Discussion about the challenges of putting a sign at the front of the neighborhood, but still hope to put a sign and community bulletin board at the community park. Emma will investigate firepit lid and signage for fire pit to ensure it's in compliance with our insurance policy.

## **7. New Business – Kathleen Johnson, President**

- a. Position Descriptions, Assignments, and Expectations

1. Emma will post new board position descriptions on website once updated.  
Kathleen proposed that we put some of the water manager's duties into the vice president's job. VP will help coordinate with the water company.
  2. At Large- Greg volunteered to be the media manager and hospitality coordinator.
  3. Kathleen motioned to remove special projects coordinator. Greg seconded.  
Approved.
  4. Kathleen requested that board members limit their time for their official HOA tasks to no more than 4-6 hours per month. If it is taking more than that, we need to discuss shifting responsibilities.
- b. Document Storage – Board discussed having all board related documents saved digitally in the [deceptionparkview@gmail.com](mailto:deceptionparkview@gmail.com) account – Google Drive Storage. There was agreement and steps to ensure we send pertinent documents and emails to the main account for storage.
  - c. Board Meeting and Annual Meeting Schedule
    1. November 3 ~~November 10~~ @ 2pm
    2. January 12 @ 2pm
    3. March 9 @ 2pm
    4. May 18 @ 2pm
    5. June 8 @ 4pm Annual Meeting (incentive drawing for residents: Have your Annual Dues paid if you show up and have your name entered into the drawing)
  - d. Event Planning (Fall, Winter, Spring, Summer, etc.)
    1. October Community Harvest Festival Saturday the 26<sup>th</sup> @ 5pm
    2. April Clean Up start 18<sup>th</sup>-27<sup>th</sup> Earth day clean up dumpster at the community park.
  - e. Emma will print welcome packet and give to Greg. Will include latest newsletter and community contact to give to new residents.
  - f. Canva-design program for creating Board marketing. Emma will check and see if eligible for non-profit free account as a homeowner's association or if we can access her non-profits for free. Will give Greg access once figured out.

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

Board Voted later to change to Sunday, November 3 @ 2pm  
(Original Vote: November 10 @ 2pm)

#### **9. Adjourn 4:14pm – Kathleen Johnson, President**