

**SEMIAHMOO RESORT ASSOCIATION (SRA)
BOARD OF DIRECTORS MEETING
5787 Semiahmoo Drive, Blaine WA 98230
February 20, 2020**

CALL TO ORDER: The meeting was called to order at 6:00 pm.

CONFIRMATION OF QUORUM: Nine of the board members were present, therefore a quorum was established. Those present: Alec Berkman, Carole Gaasch, Julia Green, Paul Greenough, Michael Hayden, Bill McNally, Patricia Oliveros, Jennifer Plombon and Dave Ulis. Wally Greenough attended as ASC Liaison.

Absent: Nicole Newton, Representative for the Semiahmoo Resort Golf and Spa.

Guests: David Leu attended from 6:00 pm until 7:15 pm and returned and attended from 7:44 pm until 8:23 pm. Jasvir and Jessica Gill attended from 7:15 pm until 7:30 pm and Court Babcock attended from 7:30 pm until 7:38 pm.

Also, In Attendance: **Debbie Smith, SRA Executive Director and** Lori Thorne, Administrative Assistant and Note taker.

MEETING MINUTES: The January 23, 2020 minutes were approved as distributed.

Alec began the meeting by referencing a Community Associations Institute (CAI) article titled *From Good to Great*. The article provides a synopsis of boardman-ship skills, lists governance guidelines, rights and responsibilities for both the homeowners association and members, and a model code of ethics for board members. Alec encouraged the SRA Directors to read the article and to follow the guidelines. SRA Directors will be attending local CAI training classes on best practices for homeowners' associations in March.

EXECUTIVE DIRECTOR'S REPORT

1. **Financial Report:** Debbie presented preliminary January financial statements (Profit & Loss Budget vs. Actual, Profit & Loss by Class, Balance Sheet, Cash Fund Balances and Certificate of Deposit (CD) Schedule). The report was preliminary due to the Financial Review currently underway by Archer Halliday. The Accounts Receivable Aging Summary was discussed during Executive Session.
2. **Treasurers Report:** Julia reported that she expects to reinvest a CD in the next week and she is hoping for a similar interest rate. Julia and Alec will be reviewing the Semiahmoo Investment Policy and may suggest changes to the policy that would allow for slightly more aggressive investments while still ensuring SRA money remains safe.

**SEMAIHMUO RESORT ASSOCIATION (SRA)
BOARD OF DIRECTORS MEETING
5787 Semiahmoo Drive, Blaine WA 98230
February 20, 2020**

3. **Mail Service in adverse weather conditions:** Debbie shared with the board a telephone conversation she had with a resident in the Carnoustie neighborhood asking for the SRA's support in having a community mailbox installed so that members living on steep hills would have a place to leave outgoing mail during periods of snow and ice, when the postal service will not pick up or deliver on steep hills. The board discussed the option. The existing multi-family neighborhood's community mailboxes have outgoing mailboxes and would be minimally impacted if homeowners from other parts of the community were permitted to utilize their outgoing mailboxes. The board tabled the discussion to allow time to research the options.
4. **Change of Employee Title:** Justin Cleere's title has been changed from Maintenance Foreman to Director of Maintenance Operations.
5. **SRA Participation in the Blaine Old Fashioned 4th of July Parade:** Jennifer will look at ways the SRA may participate in the parade.

Old Business:

- a) **Carnoustie Homeowner's Association and Bioswale Maintenance:** This topic was discussed in executive session.
- b) **Insurance Policy Review:** Alec reviewed the Insurance Policy with Rice Insurance representatives James Fritts and Michael Palmer. They will be checking on the liability policy for stormwater systems.
- c) **Beach Access Stairs:** DeBoer Construction is planning to begin the work in March. They will confirm the material order is correct.
- d) **Appoint ASC Co-Chairs:** Alec recommended that ASC Members Joel Green and Wally Greenough be appointed to be ASC Co-Chairs. After a discussion, a motion was adopted to appoint Joel and Wally as recommended for a one-year term as ASC Co-Chairs, and to be Liaison members of the board. The ASC Chairperson appointment will be reviewed yearly.
- e) **Appoint Maintenance Committee Chair:** Alec recommended that Dave be appointed to be the SRA Maintenance Committee Chair and a motion was adopted to appoint Dave as recommended.
- f) **Use of SRA Facility Building:** The board revisited a request from the Semiahmoo Men's Breakfast Club (SMBC) to store their administrative records at the SRA office. One of the reservations the Board had was that they did not wish for the SMBC to use the SRA office as a home of record. David Leu assured the board that they had no intention of using the SRA's address. The notebook will be stored at the SRA office and updated quarterly or semi-annually as needed. A motion was adopted to reverse the decision made at the January

**SEMAIHMUO RESORT ASSOCIATION (SRA)
BOARD OF DIRECTORS MEETING
5787 Semiahmoo Drive, Blaine WA 98230
February 20, 2020**

SRA Board meeting and to allow the SMBC to store their records at the SRA office and to have a policy allowing other community groups to do the same. Dave proposed that the SRA's new facility be officially named the Semiahmoo Residents Association Center. The board discussed various names and a motion was adopted to call the new facility the SRA Center.

- g) **Dues Assessment Late Fee:** The board discussed the current late fee for assessments which is \$250.00 per occurrence plus 12% interest after an invoice is ten days past due. This subject was tabled until the March meeting.

AD HOC COMMITTEE REPORTS

- a) **Architectural Standards Committee (ASC) Liaison – Dave Ulis:** A memo from the ASC recommending a fine be levied against an owner of an undeveloped lot for removing trees without ASC approval and supporting documentation were reviewed. A motion was adopted to begin the fine process as recommended by the ASC. A recommendation from the ASC for future curb cutting requests was reviewed and discussed. The ASC has asked that the Maintenance Committee be tasked with reviewing Curb Cutting requests and the process a homeowner should follow. The board agreed that it was a maintenance issue, and that the impact of curb cutting should require an expert to assess each individual request. The board will monitor the status of the approved curb cutting projects and will be creating a policy for such requests. There is currently a moratorium on curb ramps to assess the impact they have on stormwater runoff.
- b) **Community Development – Patricia Oliveros:** Patricia has been speaking to new members and gauging their feelings and experiences as newcomers in the community. She has put together a Newcomers Page for the SRA website with links to other clubs and pages like the Semiahmoo Golf Club, the Semiahmoo Marina and the Men's and Women's Clubs. She wishes to help newcomers feel encouraged to engage in the community and to promote social interaction. She has volunteers interested in being a part of the Welcome Wagon Committee.
- c) **Membership Communication and Community Courier (David Steward, Editor) – Jennifer Plombon:** Jennifer is excited about the submissions she and David have received for the Spring edition of the Community Courier.
- d) **Environmental Committee – Jennifer Plombon:** Jennifer submitted a proposal from the Environmental Committee for new Guidelines for Undeveloped Lot Maintenance. She will be submitting it to the ASC for their recommendations. Jennifer also provided a link to a website created by one of the committee members with information regarding best practices for items such as recycling and disposing of toxic chemicals. The board will

**SEMAIHMUO RESORT ASSOCIATION (SRA)
BOARD OF DIRECTORS MEETING
5787 Semiahmoo Drive, Blaine WA 98230
February 20, 2020**

review before consenting to the website being linked from the SRA's website. Dave suggested watering guidelines be added and Alec suggested that members might want to start thinking about noise pollution and the use of quieter electric machinery.

- e) **Financial Planning** – **Julia Green and Alec Berkman**: Julia is coordinating a meeting of the Financial Planning Committee and will be taking over for Alec.

- f) **Future Developments within Semiahmoo and the West side of Semiahmoo Parkway** – **Bill McNally**: Bill reported that he has been advised by Michael Jones, Blaine City Manager on the best ways to acquire information from the City of Blaine.

- g) **Governance / Legal Liaison** – **Mike Hayden**: Mike proposed inviting members of St. Andrews Green I & II homeowners to a meeting at the Palmer Room of the Semiahmoo Golf and Country Club. He proposed a date and will confirm the room and certain interested parties are available before an announcement of time and date is distributed.

- h) **Maintenance – Liaison**: A memo dated February 1, 2020 from Stephen Haines regarding water run off on Goldfinch Way was reviewed as well as pictures of the problems. Some homeowners believe the problem started after additional asphalt was added by request of postal workers. Prior to the additional asphalt being put down there was dirt there, and the water would not run across the road the way it does now. The board will request that the Director of Maintenance Operations look for a solution to the problem.

- i) **Resort Semiahmoo / Semiahmoo Golf and country Club (SG&CC) Liaison** – **Nicole Newton**: No report due to absence.

- j) **Safety and Security** – **Carole Gaasch**: Members of the Safety and Security Committee has been investigating the cost of decals that would identify member's vehicles as belonging in Semiahmoo neighborhoods. They will be putting together a cost analysis and then will distribute a survey to members to see what the member's opinion of a neighborhood decal is. Carol and members of the committee are scheduled to meet with officers from the Blaine Police Department on March 11, 2020 and will also discuss the idea of decals with the officers at that time.

- k) **SRA Voice, Communications** – **Dave Ullis**: Dave reported on the input he received from Greg Greenan about *Doing Business As?* He asked the SRA staff to obtain a pertinent domain names if available. The committee thinks there should be at least two community meetings in addition to the AGM in order to allow the community more opportunities to get together. The SRA staff will investigate the cost of additional meetings and make a recommendation.

New Business

**SEMAIHMUO RESORT ASSOCIATION (SRA)
BOARD OF DIRECTORS MEETING
5787 Semiahmoo Drive, Blaine WA 98230
February 20, 2020**

1. **SRA Facility Floor Sweating:** Alec shared pictures of the floor sweating that occurred during recent rainstorms. The sweating occurred from Debbie's office and all the way into the shop. A moisture mitigation company was hired to remedy the problems inside the building and a trench was dug for additional drainage around the exterior of the building. Alec is working with Wayne Schwandt, representative for M:KOV to resolve the SRA parking lot grading issue.
2. **Storm Drains:** Alec and Debbie reported that the SRA stormwater system was operating at full capacity during the record rainstorms from January 31, 2020 to February 1, 2020. The SRA made sure lines were cleared and overflows were remedied.
3. **Landslide on Drayton Cove Recreational Easement:** The board reviewed pictures of landslides that took place during the January/February rainstorms. A portion of the Old Drayton Harbor Road (now a walking path) was covered in debris from a slide that occurred on a lot in Drayton Cove. The SRA is responsible for maintaining a 20' easement along the path. A motion was adopted authorizing Alec and Dave to consult with a Geotech Engineer to review the path and how to prevent future slides and address the existing problems.
4. **Reserve Study:** Debbie reported that she will be obtaining quotes for the 2020 reserve study.
5. **Board Member's Top Three Goals in 2020:** This topic will be discussed at the March SRA Board Meeting.

EXECUTIVE SESSION

A motion was adopted to convene into executive session at 7:13 pm to discuss the following matters requiring confidentiality.

1. Recommendations by the ASC to fine an owner for site uncleanliness. A hearing was held, and a homeowner stated that the site uncleanliness was unintentional and that they did make efforts to clean up when asked and requested that the board reduce or not impose the fine.
2. Recommendations by the ASC to fine an owner for unauthorized removal of trees. A hearing was held, and a homeowner provided their reasons for removing trees without ASC approval and asked that the board not impose a fine.
3. Recommendations by the ASC to fine an owner for unauthorized removal of a tree. A hearing was held in January, and a homeowner had provided pictures of the trees and reasons why the tree had been removed without ASC approval. The board had tabled the issue to allow time to review the pictures and to discuss the issue with more board members present.

**SEMIAHMOO RESORT ASSOCIATION (SRA)
BOARD OF DIRECTORS MEETING
5787 Semiahmoo Drive, Blaine WA 98230
February 20, 2020**

The board reconvened into regular session at 8:23 pm with the following result:

1. The board adopted a motion to levy a fine against an owner for site uncleanliness.
2. The board adopted a motion to levy a fine against an owner for unauthorized removal of trees.
3. The board adopted a motion to levy a fine against the owner for unauthorized removal of a tree.

EXECUTIVE SESSION

A motion was adopted to convene into executive session at 9:16 pm to discuss the following matters requiring confidentiality.

1. Status of Delinquent Accounts and efforts to collect.
2. Recommendations by the ASC to fine owners for unauthorized tree removal.
3. The responsibilities of homeowners in sub-homeowners associations to set up a sub-homeowners association to maintain common property and enforce their own neighborhood's CC&Rs.

The board reconvened into regular session at 9:40 pm with the following results:

1. **On the Status of Delinquent Accounts:** The SRA will continue to make all efforts to collect on debt. There is currently one member in arrears, and the SRA has filed a lien.
2. **On the Notice of Violations and Hearings:** The board will continue to hold owners accountable for noncompliance of the CC&Rs. The board is cooperating with the owners of two trees in violation of the View Control Plan as directed in the settlement.
3. **On the responsibilities of owners in Sub-Homeowners Associations:** Dave and Alec will ask for assistance from SRA's lawyer to determine who is the declarant in one neighborhood, and who is responsible for setting up an HOA in that neighborhood.

Adjournment – The meeting adjourned at 9:41 pm. The next meeting will be held on March 19, 2020 at the SRA Office, 5787 Semiahmoo Drive, Blaine, WA 98230.

Respectfully Submitted,

Patricia Oliveros, Assistant Secretary

Lori Thorne, Administrative Assistant

**SEMIAHMOO RESORT ASSOCIATION (SRA)
BOARD OF DIRECTORS MEETING
5787 Semiahmoo Drive, Blaine WA 98230
February 20, 2020**

Date

Date