



**Rocky Point Heights Community Club  
November 20, 2020 Annual Meeting Minutes**

**Open Meeting: Carlos**

Carlos Veliz opened the online meeting at 7:04 pm

**Pledge of Allegiance led by Carlos Veliz**

**President's Report**

The primary responsibilities of the Board of Trustees are to 1. Provide safe and reliable water. 2. Work together as a Board to help sustain the value of our properties and to encourage other homeowners to maintain the beauty of our neighborhood. 3. All other efforts are additional to encourage all neighbors to be pitch in, to be involved, to take pride in our neighborhood

- A **work party** cleared weeds and brush within and outside the water storage tank that were pressing against the perimeter fence.
- The **USDA grant** for the water infrastructure has been approved.
- Carlos and Maggie donated, designed, and are maintaining a **RPHCC website** ([www.rphcc.info](http://www.rphcc.info)). Please visit the site.
- **Kicking the can???** Carlos admitted he is on the Board of Trustees because at one of the last annual meetings he accused the existing Board of “kicking the can” instead of getting things done. He realized he is a member of our community and therefore as responsible as all homeowners are to preserve our neighborhood – and decided to get involved.

**Trustee Member Attendees:**

Carlos Veliz (President), Dwight Perkins (Treasurer), Jack Baker (Secretary), Jon Arnold (Trustee) Edgar Guzman (Trustee), Darrell Macke (Trustee) Not present Gordon Bowman (Vice President)

**Resident Member Attendees:**

	<b>Name</b>	<b>Address</b>
1	Jon & Ardith Arnold	557 Island View Dr.
2	Jack & Karen Baker	985 Rocky Terrace
3	Chris & Christine Buchanan	965 Rocky Terrace
4	Doug & Ruth Fries	533 Island View Drive
5	Edgar Guzman	903 Vicky Place
6	Darrell & Linda Macke	975 Karen Ann Dr.
7	Dwight & Amy Perkins	521 Island View Drive
8	Michael Tichota	917 Vicky Place
9	Carlos & Maggie Veliz	527 Island View Drive
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**Resident Member Proxy:**

	<b>Name</b>	<b>Address</b>
1	Gordan Bowman	910 Vicky Place
2	Dave Drinnon	971 Karen Ann
3	Lawrence & Jill Erwin	939 Karen Ann Drive
4	Dwight Lawseth	910 Valerie Drive
5	Charles Pratt	985 Camrose Ct.
6	Kong Ma	686 Island View
7	Brian Milligan	975 Rocky Terrace
8	Brian Wiedmann	664 Island View
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**Introduction of Board of Trustees**

Jack Baker introduced the current Board of Trustees.

**Jack – Asked attendees to introduce themselves.**

Each attendee introduced themselves, when they moved to Rocky Point Heights and/or how long they lived here.

**Jack – As secretary acknowledged proxies and confirmed the meeting had a quorum.**

With the proxies submitted and those present we do have a quorum for this meeting.

**Approval of Minutes from last year: Jack**

Minutes of the May 8, 2019 Annual Meeting were provided on the website and direction to review them sent as a letter and emailed to all homeowners. Jack asked for questions or for a motion to accept the minutes. Carlos moved to accept the minutes; Darrell seconded the motion. The minutes were approved by a vote.

**Call for additional agenda items: Carlos\***

Linda Macke emailed a request to confirm who is responsible for maintaining Valerie Drive between Rocky Point Heights and Brentwood. The road has deep potholes, and the path is impeded with brush that could scratch the finish on vehicles. **Carlos** - Since receiving Linda's request we have contacted the County and are gathering information. We should have an answer hopefully next week.

**Committee Reports:**

**Treasurer Report – Dwight Perkins**

Dwight presented the 2021 Budget and explained the annual assessment in the past did not require funds be directed to operations because of money previously collected. Those funds have been used and future assessments will be divided between operations and infrastructure maintenance and improvement. The 2021 \$360.00 annual assessment will be allocated with \$115.00 to RPHCC Operations such as utilities, insurance, accounting & legal support, \$245 allocated to infrastructure current and future improvements and maintenance. (See attached 2021 budget, January through October Profit & Loss vs. Actual and Balance Sheet as of October 31, 2020)

**Combined Water System Representative Jack Baker Charles Pratt**

- Complete system flush 12/5/19
- Empty and clean RPHCC water storage tank
- Maintenance repairs to both booster pumps
- Submit DOH Annual Water Use Efficiency and Water Quality reports
- Updated the Leak Policy

- Transitioned from Greg Cane Engineering (GCE) to Reichhardt & Ebe Engineering after GCE closed.
- Paid 8 of 20 State Loan payment leaving \$421,985.
- Paid final payment for Solie Well located on James Way.
- Renewed Property & Casualty and Liability insurance.
- In late 2019, the CWS board began our capital improvements review and planning process. As we began 2020, the board tasked our new engineering firm with developing a strategy and designing plans to modernize our main pump-house structure, electrical systems, backup-systems, and pumping station. This facility was constructed in 1995 and most of the components (including the structure) have exceeded their intended life cycle. We are starting to see some of these aged systems fail or not work properly. For example, during our recent power outages, components of our backup system for generating emergency support pressure did not function properly (e.g. generator failure, emergency pump failure). The CWS board is currently planning our 2021 budget and intends to allocate a sizeable amount of capital funding to modernize the pump house infrastructure with a priority on the electrical systems, backup systems, and the associated structure.
- Additionally, on November 13th, there was a house fire at 694 Island View. Between the power outage and the house fire, the overall CWS system had a significant drawdown of water that day. The system has since recharged and recovered back to normal operating parameters.

#### **Water Maintenance Committee – Jack Baker, Bryan Milligan, Charles Pratt, Bob Snead, Carlos Veliz**

- The USDA-RD loan application was accepted. We are assured of a \$450,000 loan at a 2.375% or lower interest rate.
- Greg Cane Engineering closed his business June of 2020 but has guaranteed he will complete everything required to allow us to bid our project.
- Greg Cane Engineering completed and submitted the following final tasks November 15 and 16.
  - Complete final plans and specifications based on 90% review comments.
  - Prepare Project Report
  - Submit Right-of-Way application to Island County.
  - File documents for approval to USDA, Island County and WSDOH.
- Greg Cane is hoping for all approvals in the first quarter of 2021.
- Wilson Engineering was chosen to be our engineer of record to represent us from bidding through construction. They helped review design documents and have been transitioning with Greg Cane Engineering.
- Depending on final approvals, COVID constraints and the bidding climate our project could be put out for bid next fall or winter.
- The RPHCC board of trustees had a work party and cleaned the storage tank area and brush surrounding and pushing against the wooden perimeter fence.

#### **Building/Design Committee – Darrell Macke**

There is a new home under construction at 664 Island View. The construction plans were reviewed, and the Board approved a variance in the roof pitch to maintain the maximum building height. The roof is in the process of being constructed and I will confirm the building height is acceptable.

#### **Welcome Committee – Jack Baker**

Christine Buchanan and I visited three new neighbors on Karen Ann and one on Island View/Rocky Terrace. We tell new neighbors about the following items.

- A map of Rocky Point Heights and the three divisions
- The purpose of the RPHCC annual assessment
- The relationship between Rocky Point Heights, Combined Water System and King Water.
- We explain every other month water bill and the cost for water exceeding 8000 gallons/ month.
- We explain the leak policy.

- We explain the impending water infrastructure upgrade.
- We talk about the other utility providers for electricity, garbage, and recycling.
- We mention the possible sources for internet and television.
- For those who have not lived with a septic system we give basic suggestions of products to use and products to avoid using.
- We introduce Next Door and the new Rocky Point Heights website.
- We explain the RPHCC annual meeting and mention the Board of Trustees election process.

### **Publicity Committee – Carlos**

Carlos and Maggie prepaid for a website that is dedicated for Rocky Point Height Community Club. Please visit the site ([www.rphcc.info](http://www.rphcc.info)) often it is intended to be an interactive way for us to share information. Please enter and share with a positive attitude to help build good relationships within our community. The site is a good place to meet your neighbors and to offer help to develop a new or join an existing committee.

### **New Business: Carlos**

You may know that we had a house fire in our neighborhood. The home at 694 Island View was destroyed by fire the night of 11/13/20. Fortunately, there was no loss of human life. Unfortunately, the family pet, their beloved family dog did not survive. A committee was formed headed by **Maggie** to gather gift cards to present to the owner of the destroyed house. **Michael** agreed to prepare guidelines that could be given to our homeowners of what to do when there is an emergency such as a fire in the neighborhood. It was agreed the guidelines would be ready by December 14 and if needed hand delivered to each house to make sure renters got the information.

### **Presentation of Trustee Nominations – Jack**

Are there any nominations from those present for trustees to serve on the Board? None offered. Two trustees were appointed by the Board of Trustees to fill vacancies on the Board. The two vacancies and other open positions on the Board are to be filled by election of the members at each annual meeting. The two nominees are Jon Arnold and Edgar Guzman both if elected will serve a two-year term.

### **Voting on Trustee Nominations – Jack**

May I have a motion and second to approve Jon Arnold as a trustee? Michael Tichota made the motion to accept Jon Arnold, Maggie Veliz seconded the motion. Motion was approved by those present.

May I have a motion and second to approve Edgar Guzman as a trustee? Jack Baker made the motion to accept Edgar Guzman, Darrell Macke seconded the motion. Motion was approved by those present. **Edgar** agreed to an assignment for the publicity committee to gather a brief bio of each trustee on the board to be posted on the website.

### **Meeting Adjournment**

#### **Closing comments Carlos**

We want to maintain the momentum, to create attainable goals that we can complete and move forward. We intend to make some progress every quarter of the year, to make things happen.

#### **Motion to Adjourn**

Michael Tichota made the motion to adjourn, Edgar Guzman made a second to the motion. A vote passed. The meeting was adjourned at 8:33 pm

Rocky Point Heights CC 2019-2021 Budgets  
(Revised Treasurer Nov 6, 2020)

2019      2020 Budget      2021 Budget  
**Revised November 6, 2020**

<u>INFRASTRUCTURE</u>	Beginning Balance	\$261,164.62	\$309,236.24	\$300,604.24
		(87X350)	(87X350)	(87X245)
	Assessment	\$30,450.00	\$30,450.00	\$21,315.00
	Interest Earnings	\$3,039.12	\$2,500.00	\$2,500.00
	USDA			\$450,000.00
Total Available	Total Available	\$294,653.74	\$342,186.24	\$774,419.24
	USDA			(\$19,331.16)
	Engineering +	(\$14,319.17)	(\$40,000.00)	(\$61,899.00)
	Construction			(\$535,040.00)
	Repairs & Maintenance	(\$263.33)	(\$1,582.00)	(\$1,582.00)
Total Expense		(\$14,582.50)	(\$41,582.00)	(\$617,852.16)
Ending Balance		\$309,236.24	\$300,604.24	\$156,567.08
<u>OPERATIONS</u>	Beginning Balance	\$6,815.35	\$3,879.15	\$79.15
	Assessments (87X\$115)			\$10,005.00
	Fines & Fees	\$2,345.00	\$3,000.00	\$500.00
	Title Transfers	\$200.00	\$1,000.00	\$600.00
Total Available		\$9,160.35	\$7,879.15	\$11,184.15
	Accounting	(\$997.30)	(\$1,200.00)	(\$1,200.00)
	Attorney	(\$1,475.35)	(\$3,500.00)	(\$3,500.00)
	Insurance	(\$2,910.00)	(\$3,000.00)	(\$3,000.00)
	Utilities	(\$98.55)	(\$100.00)	(\$100.00)
Total Expense		(\$5,481.20)	(\$7,800.00)	(\$7,800.00)
Ending Balance		\$3,679.15	\$79.15	\$3,384.15

**ROCKY POINT HEIGHTS COMMUNITY CLUB**  
**Profit & Loss Budget vs. Actual**  
 January through October 2020

	<u>Jan - Oct 20</u>	<u>Budget</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
Dues	30,264.72	30,450.00
Fines	140.00	3,000.00
Interest & Dividends	2,269.78	2,500.00
Late Fees	245.00	
METER HOOKUP	2,000.00	
Title Transfers	1,000.00	1,000.00
<b>Total Income</b>	<u>35,919.50</u>	<u>36,950.00</u>
<b>Expense</b>		
Accounting	689.05	1,200.00
Attorney	631.20	3,500.00
Insurance	0.00	3,000.00
Meetings	22.38	
Postage	142.60	
Repair & Maintenance	0.00	1,582.00
Utilities.	81.54	100.00
<b>Total Expense</b>	<u>1,566.77</u>	<u>9,382.00</u>
<b>Net Ordinary Income</b>	34,352.73	27,568.00
<b>Other Income/Expense</b>		
<b>Other Income</b>		
Infrastructure Phase 1 USDA	0.00	450,000.00
<b>Total Other Income</b>	0.00	450,000.00
<b>Other Expense</b>		
<b>Infrastructure Phase 1 Expense</b>		
Construction	0.00	535,040.00
Engineering +	35,952.90	101,899.00
<b>Total Infrastructure Phase 1 Expense</b>	<u>35,952.90</u>	<u>636,939.00</u>
<b>Total Other Expense</b>	<u>35,952.90</u>	<u>636,939.00</u>

ROCKY POINT HEIGHTS COMMUNITY CLUB  
**Balance Sheet**  
As of October 31, 2020

	<u>Oct 31, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Checking Heritage Bank	41,982.06
Money Market 2475 Heritage Bank	14,552.36
<b>Total Checking/Savings</b>	56,534.42
<b>Accounts Receivable</b>	
Accounts Receivable	-170.00
<b>Total Accounts Receivable</b>	-170.00
<b>Other Current Assets</b>	
CD #8648	51,297.76
CD #8747	102,907.08
CD# 2392	16,542.44
CD# 3796	27,299.16
CD# 4043	6,930.20
CD# 5114	10,751.58
<b>Total Other Current Assets</b>	215,728.22
<b>Total Current Assets</b>	272,092.64
<b>TOTAL ASSETS</b>	<b><u>272,092.64</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Opening Bal Equity	-9.91
Unrestrict (retained earnings)	273,702.72
Net Income	-1,600.17
<b>Total Equity</b>	272,092.64
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>272,092.64</u></b>