

CRCC BOARD OF DIRECTORS MEETING MINUTES SEPTEMBER 9, 2023 2PM INSPIRE CHURCH, MM AND ZOOM

CALL TO ORDER : Meeting called to order by Pam Robinson, President at 2:05 PM

MINUTE TAKER: Michael Rodriguez, Board member and Treasurer

ATTENDANCE:

- Board Present : Pam Robison (president), Martin Metz (vice-president and secretary), Michael Rodriguez (Treasurer) and Bill Roehm.
- Staff Present : Pixie Evans (onsite park manager)
- Members present : 14 in the room and 5 via Zoom (see sign in sheet attached)

MINUTES OF LAST MEETING :

Motion to approve by Pam, second by Bill, all in favor 4-0

2:10 PM - PRESIDENT REPORT (PAM)

Fire outside the back game : great work from the VERT Team

Member and VERT step up : it was amazing, fire never made it to the Park

Big leak, caretaker took care, big achievement

Bad fall from a member, emergency rescue, VERT again first on site to help

Pam accident : Tammy came and took charge, John was at the gate ready to open for the ambulance

Labor Day BBQ : great celebration, great time

A lot of struggle and a lot of love going on in this Park

As a team we can do it! Our strengths are coming together

Another issue : a caretaker had a medical issue

Pam has a farm and would bring the animals to feed us if needed

Zac has resigned; the Board wishes him the best.

Official announcement : the Board has one seat open that needs to be filled and is looking for volunteers/candidates.

Conversation opening : increasing the Board to 7 or 9 persons? Why not?

Michael comments : the Article of Incorporation allows us to have 3 to 9 Board members but the Bylaws are more precise and stipulate 5 Board members. So we would need to amend the Bylaws and it's challenging. But everything is possible.

Problem with Board email address, Pam apologize.

Pam, Martin and Bill don't always receive email sent to boardofdirectors@cascaderiverpark.com. They would like the members to also send the email to their personal address or to Pixie:

PAM : funnyfarmtigger@gmail.com

MARTIN : metzm@aol.com

BILL : mountainhome2022@myyahoo.com

PIXIE : manager@cascaderiverpark.com

2:25 PM - TREASURER REPORT (MICHAEL)

First a couple of motions needed to be made clearly to update our files by the banks

TREASURER

- Motion by Michael to remove Zac as Treasurer : second by Pam, all in favor 4-0
- Motion by Pam to confirm Michael Rodriguez as Treasurer : second by Martin, all in favor 4-0

BANK OF AMERICA

- Motion by Michael to remove Zac as signer: second by Pam, all in favor 4-0
- Motion by Michael to add Pam as signer: second by Martin, all in favor 4-0
- Motion by Pam to add Michael as signer: second by Martin, all in favor 4-0

PACIFIC PREMIER BANK

- Motion by Michael to remove Steve Bighaus as signer: second by Pam, all in favor 4-0
- Motion by Michael to remove Aimee Sissom as signer: second by Pam, all in favor 4-0
- Motion by Michael to add Pam as signer: second by Pam, all in favor 4-0
- Motion by Pam to add Michael as signer: second by Martin, all in favor 4-0

See attached document for the Treasurer report

Presentation interrupted by the other Board members – Michael was not allowed to present the last slide of the presentation as it was not shared with the Board before. Point taken by Michael. Though Michael stated that two important points were shared with the Board and he would like to put it on record :

- Motion by Michael to have the Board pick up the Policy he drafted "Conflict of Interest Policy", review and amend it together so it can be presented at the next Board meeting: second by Martin, Martin and Michael vote in favor, Pam and Bill need more time to think about it so they vote NO

- Motion by Michael to have the Board pick up the policy he drafted “Onsite Park Manager Job Description”, review and amend it together so it can be presented at the next Board meeting: second by Martin, all in favor 4-0

2:45 PM - ONSITE PARK MANAGER REPORT (PIXIE)

See attachment

3:08 PM - VERT REPORT (DAVID MIREAULT)

David invites everybody to join the VERT training Sunday morning 9AM at the maintenance shop. The more people know a bit about emergency response, the better

3:09 PM – PRESIDENT (PAM)

Made a sign for Kathy’s home front door and thank her on behalf of the Board for being such a great volunteer in the Park

3:12 PM - VICE PRESIDENT AND SECRETARY (MARTIN)

Short term rental : it’s here to stay

Goal : not to become time consuming for the employees

STR will comply with State Regulation, among all : carbon sensor, tax, liability...

Form like at Lake Tyee for the cars : top part on the car, bottom part at the bottom

Lock box at Chom’s : gate key card plus cabin card

There will be rules to follow. Owners will provide guidance and take responsibility.

Guest will return key card, if key card not return they’ll be charged

Park will remove right to run Airbnb if owner becomes an issue

3:22 PM - PRESIDENT (PAM)

Park beautification Committee – nothing to report

3:23 PM – BOARD MEMBER (BILL)

Dust in the Park : no more dust for this year as we’re moving into fall

Bill called the National Park, got some products ideas and he will come up with something before the next spring

Ken Jobe (Div I- Lot 190) : we should do that ASAP, waiting for spring is too late

3:25 PM – SERVICE COMMITTEE REPORT (PAUL TEWS)

The committee is investigation different options to replace Associa.
The committee will present a recommendation to the Board in October.
SmartWebs is a new input from Michael Rodriguez. The committee will look at it as one option.

3:28 PM – PRESIDENT PAM

- Motion to add Jason Weaver to the VERT committee: second by Martin, all in favor 4-0

We're down to one care taker as John Brook is on sick leave.
Pixie and the Board start interviewing to hire one part time caretaker and possibly a full time.
The job offer has been posted internally.
Effort to keep it in house first (or at least locally), if no result then the Board will open the position to the outside word. **Date line to apply : September 23rd**

Michael stopped at Clark's Cabin on the way to Marblemount as he has heard that they may have some people interested.

3:33 PM – ONSITE PARK MANAGER (PIXIE)

Back gate : John McKeown has a connection with someone who could help welding. An issue is the lock back, it's complex and hard to replace. Janicki pulled out their bid. John Brooks also has a connection with someone that could help. Pixie is struggling getting people to come up, any help is welcome.
Don Skakie also has a connection : Sierra Pacific Industries

3:37 PM – PRESIDENT (PAM)

Caretaker cabin has a serious problem with the power system. Pixie is collecting bids to fix and/or upgrade. Don Skakie believes it's likely that someone in the Park can help.

Announcements : Parkoctober fest September 30 : organizer Frank Koegler

Martin will be away for next Board meeting
Michael will be on Zoom if he cannot make it to Marblemount
Pam and Martin will be at the Church

3:42 PM – Q&A

David Mireault (Div 1 – Lot 179)

- Reiterates the suggestion to increase the size of the Board. The Board is open to the idea.

Don Skakie (Div 3 - Lot 102)

- Don was on the Board when the transfer of 100kUSD from the reserve account to operating account happened. It was to fix the bridge.
- New Park Truck that was ordered : Don would like to see the 3 bids. Pam will check and bring them at the next Board meeting.
- Don is candidate to join the Board and makes clear that he is a member in good standing
- Don asks who are the members for the nominating committee . It's John McKeown, Jason Weaver and Paul Tews

Mike Danielson (Div 2 – Lot 71)

- Mike would like to know the status concerning the temporary bridge next to Mir. Bill says he is not sure who is the owner but the owner is in good standing. Don Skakie says the concern was the material used. Bill will do his best to get the answer.

David Mireault (Div 1 – Lot 179)

- Hydraulic plow for the new truck that we ordered would be a good option for snow removal rather than using the old big heavy truck. An average driver could operate that easily and it wouldn't take much training.

Bret Carnelius (Div 2 – Lot 41)

- Bret owns 3 snow plows, one top of the line, suggests a V plow would be the best for the Park
- Bret can donate rubber speed bumps, can make them removable and can help with his company.
- Bret mentions that dust control products can become expensive. If we can find the supply he can help.

Don Skakie (Div 3 - Lot 102)

- We had issues with the dump trunk (sanding, plowing...). Why is it still not fixed? Pixie answers that she is working on it. Until recently she was not aware about the issue.

David Mireault (Div 1 – Lot 179)

- Maybe we could look for an independent outside contractor for this winter snow plowing season and see how it goes? We would have to define the rule for when they get called in, like when we call or when more than 2 inches has fallen for example. Bill says we need to act now.

4:08 PM – MICHAEL (TREASURER)

One thing we forgot to mention :

- The Board has decided that Pam (President) is in charge of communicating with Associa on HOA dues issues. Pam is taking responsibility for helping Park members who have a pending issue with Associa that is impacting the amount of their dues.

4:09 PM – PAM (PRESIDENT)

Please don't move behind cones, don't interfere with caretakers when they're in action.

MEETING ADJOURNED : by Pam Robinson, President at 4:10 PM

Attachments:

1. Sign in Sheet
2. Financial Report by Michael (Treasurer)
3. Onsite Park Manager Report (Pixie)

SIGN-IN

Martin and Donna Metz	Division 3, Lot 108-109
Bill & Kathy Roehm	DIV 3 LOT 117
Ken Jobs	1 - 190.
David Mireault	1 - 179
Ron & Pilitie Evans	Div 1 - Lot 122
Alice Watts	DIV 2 - Lot 57-58
P. Tews	D2 L29
Cornelius, B	D2 - 41
Don Stank	<u>III</u> - 102
Anne Murphy	1 - 216
Michael Danielson	2/70771
Mic Acol	1/8
Al Robinson	3 1/8

ON LINE

Megan Thompson, Div 1, Lot 166

"MN?"

Ronald Sherin

Kim Parsley, Div 2, Lot 45

Frank Koegler Div 2, Lot 15

"Ron"?

THE BAD NEWS

NO end-of-year financial statements

- Money transfers from the reserve account need explanation
- ADP Payroll mismatch : Associa see 190kUSD, Board sees 205kUSD

NO financial package for August - NO PWB statement for August

THE GOOD NEWS

Spending report for the month (access to accounting software)

All bank statements for the past 12 months finally in our possession

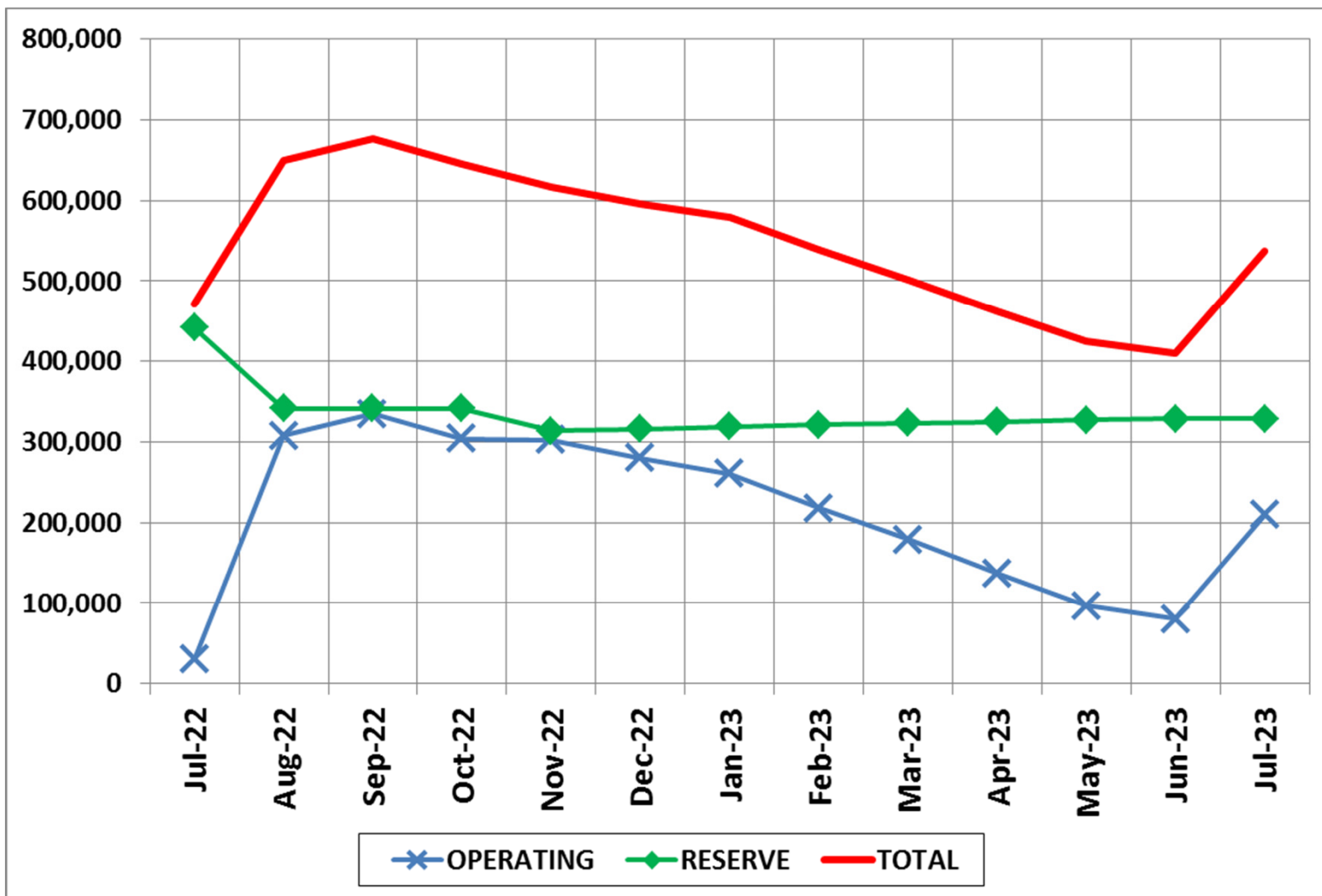
We can put the statements in perspective with the reserve study

Countdown to Associa contract renewal : 3 months and 20 days

	AUGUST 2023		JULY 2023
	\$38,931	100%	\$38,759
PAYROLL	\$18,437	48%	\$18,197
ASSOCIA	\$7,980	21%	\$12,526
RESERVE CONTRIB.	\$5,009	14%	\$2,504
ALL THE REST	\$7,506	20%	\$5,532
VENDORS	AMOUNTS	DETAILS	
PAYROLL	\$18,437	Caretakers (50%), Office staff (50%)	
ASSOCIA	\$7,980	Monthly fee	
Cascade River Comm. Club PWB RES 2	\$5,009	Transfer to Reserve Account (July and August)	
Edge Analytical, Inc.	\$1,252	Water Pump House Testing	
Geoffrey & Jennifer McKeown	\$1,200	Dues overpayment - member reimbursement	
ComData	\$958	General Repair and Maintenance	
Waste Management	\$821	2 dumpster, 1 time per week	
Chom's Chevron	\$708	Fuel	
Cinema Septic	\$652	Pump confort station	
Ziply Fiber	\$496		
VanderYacht Propane, Inc.	\$441	Propane	
Northwest Water Works LLC	\$271	Certified Water Manager Services	
Hughes Network Systems LLC	\$268	Satellite internet	
Les Schwab Tire Centers of Washington	\$236	Xtreme Power Battery	
Laura Emnott	\$114	Flower pot	
Wood's Logging Supply Inc.	\$55		
Condominium Law Group, PLLC	\$35	Board question to Associa	

	AUGUST 2023	
	\$38,931	100%
MANAGEMENT	\$17,198	45%
CARETAKERS	\$9,218	25%
MAINTENANCE	\$7,506	20%
RESERVE	\$5,009	14%

CASH BALANCE OVER THE PAST 12 MONTHS



BANK OF AMERICA				PACIFIC WESTERN BANK			
	Act #1220	Act #8767	TOTAL		Act #6266	Act #2828	TOTAL
31-Jul-23	43,198	61,623	104,821	31-Jul-23	166,242	26,777	193,019
30-Jun-23	43,198	61,623	104,821	30-Jun-23	37,025	27,232	64,257
31-May-23	43,442	61,621	105,063	31-May-23	53,276	25,771	79,047
30-Apr-23	43,686	61,619	105,304	30-Apr-23	92,917	23,314	116,231
31-Mar-23	43,929	61,617	105,546	31-Mar-23	134,894	21,361	156,254
28-Feb-23	46,077	61,615	107,692	28-Feb-23	171,612	19,411	191,023
31-Jan-23	50,654	61,613	112,267	31-Jan-23	210,079	16,970	227,049
31-Dec-22	51,175	61,611	112,786	31-Dec-22	228,761	14,530	243,291
30-Nov-22	52,509	61,609	114,118	30-Nov-22	250,147	12,095	262,242
31-Oct-22	30,985	101,606	132,591	31-Oct-22	273,139	0	273,139
30-Sep-22	84,015	101,602	185,618	30-Sep-22	250,524	0	250,524
31-Aug-22	97,488	101,599	199,087	31-Aug-22	210,433	0	210,433
31-Jul-22	677	201,680	202,357	31-Jul-22	29,363	0	29,363
30-Jun-22				30-Jun-22	0	0	0
PREMIER BANK				GRAND TOTAL			
		Act #5480	TOTAL		OPERATING	RESERVE	TOTAL
31-Jul-23		240,199	240,199	31-Jul-23	209,441	328,599	538,040
30-Jun-23		240,168	240,168	30-Jun-23	80,224	329,023	409,247
31-May-23		240,139	240,139	31-May-23	96,718	327,531	424,249
30-Apr-23		240,108	240,108	30-Apr-23	136,603	325,041	461,644
31-Mar-23		240,079	240,079	31-Mar-23	178,823	323,056	501,879
28-Feb-23		240,048	240,048	28-Feb-23	217,689	321,074	538,763
31-Jan-23		240,020	240,020	31-Jan-23	260,733	318,603	579,336
31-Dec-22		239,990	239,990	31-Dec-22	279,936	316,131	596,066
30-Nov-22		239,959	239,959	30-Nov-22	302,656	313,663	616,319
31-Oct-22		239,930	239,930	31-Oct-22	304,124	341,535	645,659
30-Sep-22		239,899	239,899	30-Sep-22	334,539	341,501	676,040
31-Aug-22		239,869	239,869	31-Aug-22	307,922	341,469	649,390
31-Jul-22		239,855	239,855	31-Jul-22	30,040	441,535	471,575
30-Jun-22		239,849	239,849	30-Jun-22	0	239,849	239,849

November 2021

**Cascade River Park Level 1 Study 2021
Fully Funded Model Projection**

Beginning Balance: ~~\$904,524~~

Year	Annual Contribution	Annual Interest	Annual Expenditures	Projected Ending Reserves	Fully Funded Reserves	Percent Funded
2021	27,000	1,627	2,000	931,151	788,435	118%
2022	28,485	1,538	80,850	880,324	772,848	114%
2023	30,052	1,255	193,158	718,472	642,077	112%
2024	31,705	1,288	13,891	737,574	695,477	106%
2025	33,448	639	405,979	365,682	346,543	106%
2026	37,000	693	6,637	396,738	401,601	99%
2027	40,885	609	89,786	348,446	373,462	93%
2028	45,178	684	2,814	391,493	437,540	89%
2029	49,922	604	96,330	345,689	407,659	85%
2030	55,163	687	8,532	393,006	470,941	83%
2031	60,956	618	100,991	353,588	441,410	80%
2032	67,783	542	111,514	310,399	407,390	76%
2033	75,374	637	21,550	364,860	469,181	78%
2034	83,816	746	22,628	426,794	536,132	80%
2035	93,204	745	94,443	426,299	535,081	80%
2036	103,642	920	4,158	526,704	632,342	83%
2037	115,250	1,097	15,280	627,771	726,532	86%
2038	128,158	1,302	11,918	745,313	832,891	89%
2039	133,285	1,529	4,813	875,313	956,156	92%
2040	138,616	1,597	101,078	914,449	988,840	92%

RESERVE AMOUNT AUGUST 2023 : \$328,599

Replacement Year 2023

Roads - Major Repair Fund	2,205
Small Bridge Major Repair/Replacement	110,250
Water Line Replacement - Phase 1	66,150
Water System - Storage Tanks	3,528
Water System - Well Maintenance	11,025

Total for 2023**\$193,158****Replacement Year 2024**

Buildings - Care Takers Residence	11,576
Roads - Major Repair Fund	2,315

Total for 2024**\$13,891****Replacement Year 2025**

Buildings - Restroom and Party Structure	7,901
Equipment - Dump Truck	36,465
Equipment - Small & Maintenance	4,254
Roads - Major Repair Fund	2,431
Steel Bridge Major Repair/Replacement	243,101
Water Line Replacement - Phase 2	72,930
Water System - Diesel Gensets/Pumps/Associated Equipment	38,896

Total for 2025**\$405,979**



COST : \$7,980/month

ASSOCIA'S CONTRACT :

- Day to Day Communications
- General Administrative Tasks
- Meeting Facilitation
- Board Packets
- Monthly Financial Reporting
- Comprehensive Accounting Services
- Insurance Administration
- Budgeting
- Capital Planning
- Vendor Management
- Property assistance with the Administration of Rules
- TownSq
- StrongRoom Financial Software



COST : \$260/month

MANAGEMENT:

- Violations
- Architectural modifications
- Work orders
- Communications
- Residential Portal

ACCOUNTING:

- Budgets
- Dashboard
- Journal entries
- Charge Codes
- Cost centers
- Collection status and automation
- Vendor contract management
- Resale certificates
- Design reports
- Tasking & approvals
- Lockbox processing

DEMO COMING – SUBSCRIBE !

Board Meeting the Staff and Site Update

September 9, 2023

Large projects

Bridge waiting for completion of permitting process, Janicki says September or October.

We are using the temporary bridges, so yes, we are paying for them.

Water Testing, we are doing water testing as required for the new tank to get onboard. Tammy oversees the testing, as a separate job from her office job. John M has been reading meters.

We recently, had noticed water loss with some member lots. A few were leaks, a few where water was left on. Luckily, caught quickly. A reminder to everyone, fix leaks as quickly as possible and when you leave, best to shut your water off as a habit.

Thank your closest Caretaker, as the two of them kept our water running when we had high usage and some leaks. One leak that was in Division one all tied up in tree roots. When caretakers are working on these projects, please stay out of the work zone, it is unsafe for you. The caretakers understand where the trees etc could be dropping and cannot manage your individual movements. This is the reason to block the street, where the repair is taking place.

Staff

As you may have noticed John Brooks has been out this week. He will update us on his schedule soon.

In the meantime, we are looking for potential temporary caretakers for the park. I am intentionally putting it out to park members, to see what interest we have within the park. Depending on who applies, and their skills set, then we will determine whether we look for added skilled employees in the surrounding area.

If interested, please send your resume to manager@cascaderiverpark.com. The ad for the job is printed out for you to review and will be posted on face book and the information board out near the office.

The staff and I just attended First Aid, we are required to be CPR and First Aid certified. Then we will take CPR to complete our certification.

We started safety meetings, where we are learning L and I safety requirements for construction, logging and outside workers in general. L and I has comprehensive materials to explain proper safety wear and processes using equipment. Laws have changed, we will continue this training until we are all up to date on the requirements of the state of Washington.

We are also working on schedules, when the best time to handle the workload. As you can see this past Summer was very busy. With a lot of members here to visit. My favorite time of the year, to meet members I have never met See people I haven't seen for a long time. And happy kids experiencing the beauty of being in the park. Its important to continue that spirit, as this is what the park was created for family's that have a second home away from the city grind. And to relax and have fun.

Process for excessive noise including Dog noise, vehicle noise and loud parties after 10pm. During quiet time.

1. Member complains through Town Square, Associa will note and notify me.
2. A verbal warning will be assessed.
3. Next would be a formal written warning.
4. If offending member continues the problem, then a fine can be assessed.
5. The policy says the board of directors assess the fines; they would like me to give out fines instead. The fines and amount would be assessed based on the situation and what the policy requires.
6. The fines would continue to cumulate, if the problems continue.

Additionally, for noise complaints, or criminal activity you may contact the sheriff and file a report.

There are fines on the way for members that have reached that point.

We are going to start keeping a record of incidents, complaints, crime in the park.

Most recently, we had a fire by the back gate, we had emergency services called for two different incidents in about a 2-week time frame. In all instances, the training our park VERT Team and employees had come in handy.

Where do we get information?

The main Board at the park

Offers fire information.

Board meeting date and time

Gatherings date and times

Water situation

The member board, across from the gate kiosk

Announcements

Member communication

Vendor ads

MISC need to knows.

Mail Chimps-Make sure we have your current email address

Event dates and times

VERT Meeting dates and times

Board Meeting date, time and zoom information.

Need to know info such as Wild fire situation, fire bans.

Town square

Park Financial information

Park meeting Minutes.

New Processes and procedures
Current Events and dates, times
Billing information
All member meeting dates and times
Member complaints/concerns/questions

By the office board

Caretaker on duty sign will have their name.

The employee on calls phone number.

Note; Radio for 911 is at the gate before you come into the park.

I am doing a project to find out the cost of signs that match, that members can identify all areas, roads in the park. –

VERT Team is planning the evacuation routes, I am waiting for their analysis before completing the sign project.

Questions from last meeting

Are we still paying bridge rental while awaiting the permanent bridge?

Yes

- Insurance questions with Associa- says we are covered as long as the team is anointed by the board of directors. Because of the added concerns, I have requested a copy of our policy from Associa and will dig into it myself.

- Increase of credit card limit to \$5,000

We are applying for an increase in credit line

- Question from last month / Ann Murphy (1 / 216) – when will the inventory / clean-up of maintenance shed take place

John M has cleaned the maintenance shed up; we are adding a new inventory system in the maintenance shed.

We are also, cleaning out office and re-organize desks, files, postings, communication postings.

- Question from last month / Jim Zegel (1 / 237 – 241) – speed signs / measures to slow traffic

- Question from last month / Sue (1 / 226) – When will dumpster be taken away?