

CASCADE RIVER COMMUNITY CLUB

MINUTES MONTHLY BOARD MEETING – 11 NOV 2023 - 2PM

INSPIRE CHURCH, MARBLEMOUNT WA AND ONLINE

1. CALL TO ORDER by Board President Pam Robinson at 2 PM

2. ATTENDANCE:

- Board Members physically present – Pam Robinson, Martin Metz, Michael Rodriguez, and Bill Roehm. Zac Lamont has resigned and was not present. A quorum of Board members exists.

- Pixie Evans present for fulltime staff.

- 29 Members were physically present per sign in form. 6 members attended online via Zoom. 35 owners attended in total. (Attendance at Attachment 1)

3. APPROVAL OF MINUTES:

a. Re-approval of Minutes from Board Meeting of September 9, 2023. No corrections were proposed. Motion was made and seconded to accept. Approval was unanimous by assembled board.

b. Minutes from Board Meeting of October 14, 2023. No corrections were proposed. Motion was made and seconded to accept. Approval was unanimous by assembled board.

c. Note: Copies of all minutes are maintained in the Park Office.

4. NEW BUSINESS:

a. Bill Roehm indicated he was contemplating resigning at the December 9th meeting. The nomination committee is prepared to advance a replacement candidate at that time.

b. The Park's Nomination Committee recommended the appointment of Ken Jobe to fill the current vacancy created when Zac Lamont resigned. This would bring the board back to five active board members again until December.

- Martin Metz moved that Ken Jobe be appointed as Board member to assume his duties effective 9 December 2023. Bill Roehm seconded the motion. There was no debate. The motion was carried unanimously by the assembled board. Ken Jobe is appointed to the Board effective December 9th.

- Seat numbers and appointment recap chart was updated. (See attachment 2 – Seat Status)

5. REPORTS:

a. President's update

- Park truck has been issued a VIN by Ford and is production. Still awaiting some parts.
- Board members are committed to the Park and the CRCC moves in right direction
- Snow crews are trained; equipment is older, but is prepared and fully functioning.
- Pixie Evans is working to operate more efficiently and take measures to save money,
- Cautiously working on changes to the Park's policy manual and procedures. Some portions await a determination of continuing a relationship with Associa.
- Park office has been rearranged and painted.
- Park is sponsoring a Run-Walk / BBQ activity on April 6th to foster community spirit. Trisha will help organize. More information will be put out soon.
- Design-a-T-shirt competition is planned. Proceeds will go to the Park's playground equipment.
- The Park's Fall Newsletter has been produced thanks to Kathy Roehm. Get a copy.

b. Treasurer report: (See attachment 3)

- Still working with Associa to reduce lag time on reports.
- Collecting interested owners for Budget Committee which begins meeting in January.
- Slightly higher expenses in October as Park adjusts to replacing incapacitated Caretaker.
- Working with Associa to ensure proper coding to ensure no double charging.
- Still frustrated by not having full access to all bank accounts. Working with Board President to finish paperwork / coordinations.
- Working with Associa to put some unused funds into CDs to better use money at rest.
- Working with Bill.com to smooth out processing.

c. Caretaker and Office Reports (by Pixie Evans, onsite manager) (see attachment 4)

- Also following up Sierra Pacific funding once bridge work is complete.

d. Committee Reports

- VERT (training, fire evacuation plan) – meeting postponed due to holidays
- Park Services (Associa review, protentional alternative plan) (see attachment 5)

- Lot Modification (Bill Rohme) – normally requests are completed in less than a week.
- Beautification – Nothing to report this time.

6. UNFINISHED BUSINESS:

Not used.

7. MEMBERSHIP COMMENTS - Q&A

- See attachment 6

8. Confirmation of next meeting / Adjournment

- The next meeting is on Saturday, 9 December 2023 at 2 pm here at the Inspire Church in Marblemount.
- The meeting was adjourned at 3:55 PM.

Attachments:

- 1 – Attendance
- 2 – Seat Status
- 3 – Treasurer Report
- 4 – Office / Caretaker Report
- 5 – Public Services Report
- 6 – Membership Q&A

11 Nov 2023 CRCC Monthly Board Meeting
Member Sign-in

Name	Division / Lot Number
Martin Metz	Division 3 / Lot 108-109
MICHAEL RODRIGUEZ	Div I - Lot 178
Anne Murphy	1 - 216
Ron & Pixie Evans	Div 1 Lot 122
Bill & KATHY ROETHKE	DIV 3 LOT 117
Ken Jobs	Div 1 190
Bret Cornelius	Div 2 #41

DIGITAL ATTENDANCE

Megan	D1-166
Stephen Bighaus	
David Skrinder	
Ben	
Frank Koegler	
Jason Davis	

Attachment 1

CRCC Monthly Board Meeting Sign-In

November 11, 2023 2PM

Inspire Church, MM and Zoom

[illegible]

CRCC BOARD AS OF DECEMBER 9TH 2023

	SEAT 1	SEAT 2	SEAT 3	SEAT 4	SEAT 5
2016					
2017					
2018					
2019	JOHN HERWICK				WAYNE CARTER
2020				MC NACHTIGAL	
2021		TREVOR EILER	AIMEE SISSOM		JEFFREY CRAPPER
2022	MATT UNDERBRINK	Bill Roehm		MICHAEL RODRIGUEZ	Pam Robinson
2023	Martin Metz		Ken Jobe		
2024					
2025					
2026					
2027					
2028					
2029					
2030					

CAPITAL LETTERS = Elected

Small Letters = Nominated

Red Letters = Current Board

Green = 2024 Election

Contact : boardofdirectors@cascaderiverpark.com

Attachment 2

TREASURER REPORT

Attachment 3

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EXPENCES RECAP

	JUL	AUG	SEP	OCT	NOV	AVERAGE	SHARE
TOTAL	38,759	38,932	44,622	44,573		41,721	100%
PAYROLL	18,197	18,437	18,831	23,326		19,698	47%
ASSOCIA	12,526	7,980	10,171	10,230	12,020	10,227	25%
RESERVE	2,504	5,009	2,504	2,504		3,130	8%
ALL THE REST	5,532	7,506	13,115	8,513		8,666	21%

	JUL	AUG	SEP	OCT	AVERAGE
TOTAL	2,839	2,509	2,859	3,816	3,079
CHEVRON	616	708	746	1,603	918
WASTE MNGT	801	821	821	1,642	1,021
HONEY BUCKET	623	0	424	114	290
NW WATER	271	271	571	271	346
VANDER PROP	332	441	110		294
HUGHES NET	196	268	187	187	209

Attachment 3

SEPTEMBER EXPENSES

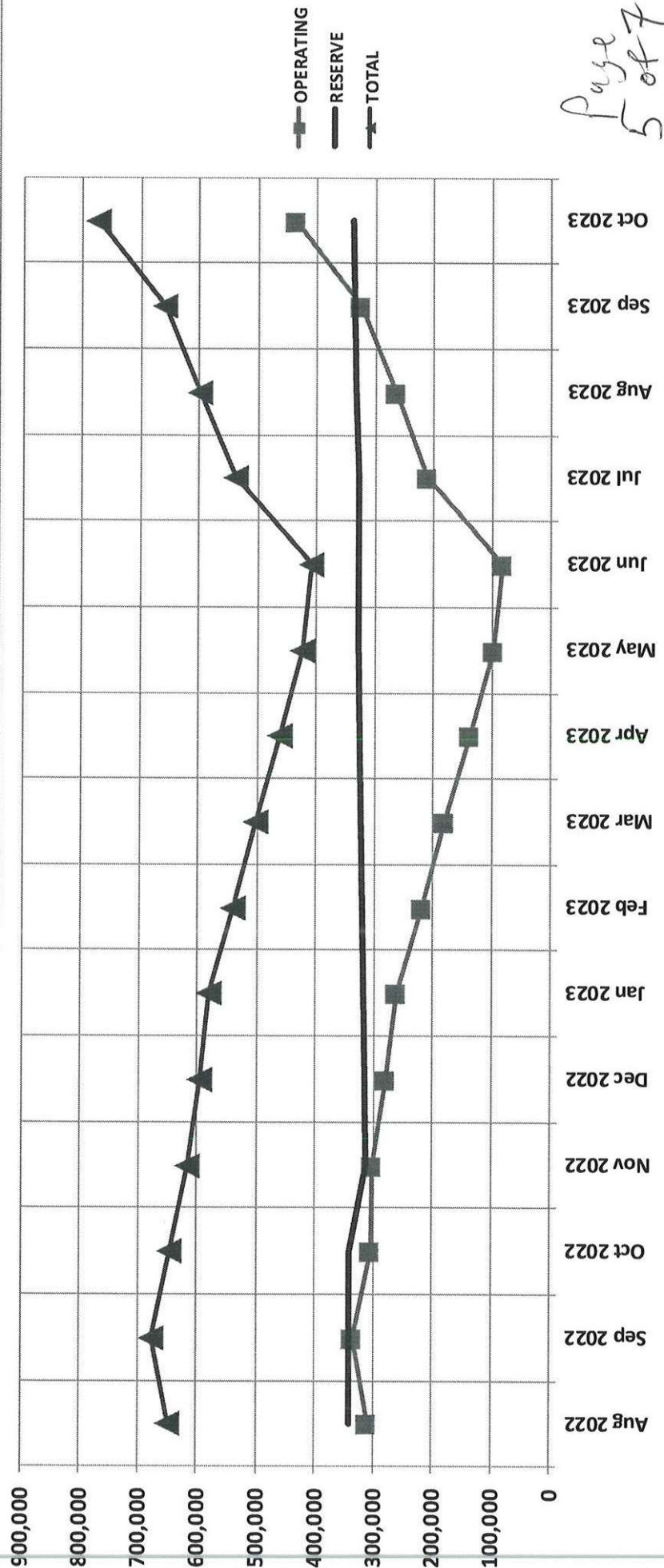
TOTAL SEPTEMBER		25,791	
Vendor Name	Amount	Comment	
9/1/23 Waste Management	821	2-8 Yard Dumpsters 1 Time Per Week	
9/1/23 EMB Management, Inc.	7,980	Associa regular monthly charge	
9/1/23 EMB Management, Inc.	2,191	Associa extra charges (\$1,598 : Direct Pass Through)	
9/1/23 Honey Bucket	212	1 Standard Unit Serviced Weekly	
9/1/23 Wood's Logging Supply Inc.	130		
9/1/23 Woods Logging Supply	150		
9/18/23 Cascade River Comm. Club PWB RES 2828	2,504	Monthly feeding the reserve account	
9/18/23 Edge Analytical, Inc.	24		
9/18/23 Core & Main LP	4,762	Repair Maintenance	
9/18/23 Northwest Water Works LLC	271	Monthly contract fee	
9/18/23 VanderYacht Propane, Inc.	110		
9/18/23 Chom's Chevron	746	Fuel (7 trips to Chevron)	
9/18/23 Hughes Network Systems LLC	187		
9/18/23 World Kinect Energy Service	2,737	Fuel (555 gallons @ \$4.56)	
9/18/23 Les Schwab Tire Centers of Washington	236	Xtrem power battery	
9/21/23 Tammy Caldwell	1,444	Reimbursement (laptop Costco)	
9/25/23 Honey Bucket	212	1 Standard Unit Serviced Weekly	
9/28/23 ComData	1,072	Credit card (\$731 : Hatch water quality tester)	

OCTOBER EXPENSES

TOTAL OCTOBER		21,247	
Vendor Name	Amount	Comment	
10/2/23 EMB Management, Inc.	7,980	Associa regular monthly charge	
10/3/23 Waste Management	821	2-8 Yard Dumpsters 1 Time Per Week	
10/4/23 EMB Management, Inc.	2,250	Associa extra (\$1,500 : community manager @ \$150/hr)	
10/4/23 Cascade River Comm. Club PWB RES 2828	2,504	Monthly feeding the reserve account	
10/4/23 Larry Schroder	180	VERT Training (9 hrs @ \$20/hr)	
10/19/23 Waste Management	821	2-8 Yard Dumpsters 1 Time Per Week	
10/23/23 Wood's Logging Supply Inc.	98		
10/23/23 Northwest Water Works LLC	571	Meet with DOH and CRP staff for sanitary survey (\$300)	
10/23/23 Chom's Chevron	1,048	Fuel (9 trips to Chevron)	
10/23/23 Ron & Pixie Evans	212	Reimbursement (chlorine injections, duplicate key)	
10/23/23 Tammy Caldwell	1,010	Reimbursement (laptop Costco)	
10/23/23 James & Krystle Miller	740	Reimbursement (homeowner for overpayment)	
10/23/23 Domonique Nicole Calhoun	1,176	Reimbursement (homeowner for overpayment)	
10/26/23 ComData	354	Reimbursement (homeowner for overpayment)	
10/26/23 Honey Bucket	114	1 Standard Unit Serviced Weekly	
10/26/23 Chom's Chevron	555	Fuel (5 trips to Chevron)	
10/26/23 Hughes Network Systems LLC	187		
10/26/23 Skagit County Fire Marshal	169		
10/26/23 Woods Logging Supply	303		
10/30/23 Ron & Pixie Evans	155	Reimbursement (Home Depot and Walmart)	
11/6/23 EMB Management, Inc.	4,040	Associa extra charges (103 friendly notices \$2,575)	

Attachment 3

	BANK OF AMERICA			PACIFIC WESTERN BANK			PREMIER BANK		TOTAL		
	Ope #1220	Res #8767	TOTAL	Ope #6266	Res #2828	TOTAL	Act #5480	TOTAL	OPERATING	RESERVE	TOTAL
Oct 2023	42,224	61,631	103,855	392,615	36,842	429,458	240,199	240,199	434,839	338,673	773,511
Sep 2023	42,467	61,629	104,096	281,164	34,392	315,556	240,199	240,199	323,632	336,220	659,852
Aug 2023	42,711	61,627	104,338	221,678	31,834	253,512	240,199	240,199	264,389	333,660	598,049
Jul 2023	42,955	61,625	104,580	166,242	26,777	193,019	240,199	240,199	209,197	328,601	537,798
Jun 2023	43,198	61,623	104,821	37,025	27,232	64,257	240,168	240,168	80,224	329,023	409,247
May 2023	43,442	61,621	105,063	53,276	25,771	79,047	240,139	240,139	96,718	327,531	424,249
Apr 2023	43,686	61,619	105,304	92,917	23,314	116,231	240,108	240,108	136,603	325,041	461,644
Mar 2023	43,929	61,617	105,546	134,894	21,361	156,254	240,079	240,079	178,823	323,056	501,879
Feb 2023	46,077	61,615	107,692	171,612	19,411	191,023	240,048	240,048	217,689	321,074	538,763
Jan 2023	50,654	61,613	112,267	210,079	16,970	227,049	240,020	240,020	260,733	318,603	579,336
Dec 2022	51,175	61,611	112,786	228,761	14,530	243,291	239,990	239,990	279,936	316,131	596,066
Nov 2022	52,509	61,609	114,118	250,147	12,095	262,242	239,959	239,959	302,656	313,663	616,319
Oct 2022	30,985	101,606	132,591	273,139	0	273,139	239,930	239,930	304,124	341,535	645,659
Sep 2022	84,015	101,602	185,618	250,524	0	250,524	239,899	239,899	334,539	341,501	676,040
Aug 2022	97,488	101,599	199,087	210,433	0	210,433	239,869	239,869	307,922	341,469	649,390
Jul 2022	677	201,680	202,357	29,363	0	29,363	239,855	239,855	30,040	441,535	471,575
Jun 2022				0	0	0	239,849	239,849	0	239,849	239,849



attachment 3

	PACIFIC WESTERN BANK			TOTAL		
	Ope #6266	Res #2828	TOTAL	OPERATING	RESERVE	TOTAL
Oct 2023	392,615	36,842	429,458	434,839	338,673	773,511
Sep 2023	281,164	34,392	315,556	323,632	336,220	659,852
Aug 2023	221,678	31,834	253,512	264,389	333,660	598,049
Jul 2023	166,242	26,777	193,019	209,197	328,601	537,798
Jun 2023	37,025	27,232	64,257	80,224	329,023	409,247
May 2023	53,276	25,771	79,047	96,718	327,531	424,249
Apr 2023	92,917	23,314	116,231	136,603	325,041	461,644
Mar 2023	134,894	21,361	156,254	178,823	323,056	501,879
Feb 2023	171,612	19,411	191,023	217,689	321,074	538,763
Jan 2023	210,079	16,970	227,049	260,733	318,603	579,336
Dec 2022	228,761	14,530	243,291	279,936	316,131	596,066
Nov 2022	250,147	12,095	262,242	302,656	313,663	616,319
Oct 2022	273,139	0	273,139	304,124	341,535	645,659
Sep 2022	250,524	0	250,524	334,539	341,501	676,040
Aug 2022	210,433	0	210,433	307,922	341,469	649,390
Jul 2022	29,363	0	29,363	30,040	441,535	471,575
Jun 2022	0	0	0	0	239,849	239,849

MOTION TO MOVE 250KUSD FROM PWB #6266 TO 5-MONTH CD at 4.90%

STILL NO ACCESS TO OUR BANK ACCOUNTS – WHY?

- **BANK OF AMERICA** : Pam and Michael need to meet at a branch
- **PACIFIC PREMIER BANK** : Pam needs to fill a form for Sandra
- **PACIFIC WESTERN BANK** : Waiting for Jessica/Associa go give us login/password

STILL NO YEAR-END FINANCIAL AND NO MONTHLY PACKAGE - WHY

- Need explanation from previous CPA concerning bill.com account (why it appears on balance sheet?)
- There can be no monthly financial package without closing year-end first

Attachment 3

**Cascade River Community Club
Board Meeting Caretaker and Office Update**

November 11, 2023

Good afternoon, Members,

What have we been doing in the park, lately.

The caretakers have been training with John M. on roads, water system, heavy equipment, security, tree removal, grounds keeping, reports and more.

- They have removed potential problem trees.
- Filled in potholes.
- Completed bridge rails.
- Assisted with moving items out and in of office and painting of the office.
- Built footing on the snowplow to keep blade off road, they added the sand unit to the truck. To add sand when the ice comes.
- They have re-organized the shop and are almost completed with the inventory on supplies and equipment. Only the restroom storeroom and pumphouse to go. This included hanging the tools on pegs in the maintenance shed.
- They moved the generator in the back of the shed, to prevent generator noise from reaching Ron and Michelles place.
- Looked for potential clogging of ditches from fall leaves and are cleaning as necessary.

Hopefully you have had a chance to meet the new caretakers and will have a chance to wish John M a nice break for the winter. He will leave in a few weeks, then be back in April. We are also, looking to add a relief caretaker to call in. If someone calls out ill or if we have an emergency.

In the office, we have been working on reorganization and process.

- First, we have been having regular staff meetings, every 2 weeks to work on our communication and plans to accomplish what needs to be done.
- We moved all the items out of the office, painted then moved back what we needed. To try and eliminate clutter. We are going through files and storing past years files properly with easy access. We added a dry erase calendar that has all the events, meetings, employee schedules to keep all informed. And we are adding employee boxes for easy communication with them. We also, added a check out sheet (thanks Kathy) for the radios. And a white board (thanks Bill), for us to communicate in the park or away from the park.
- We have added updated employee policy (according to Washington state law) for the Board to add the update. We have also added updates to payroll system as required. Required paperwork process for employment.

Attachment 4

Page 1 of 2

- We moved the First Aid kit to the outside of the office, so if there was an emergency the members could access it.
- We have updated the post office information on proper collection of our mail.

We found a new mechanic to work on the hydraulic leak we have on the tractor. And any mechanical troubles we could have on our equipment as needed.

The bridge update- read update email from Janicki.

The gate update- they are still completing. Need paint completed and some handles for locks added. Sam from Nielson brothers has confirmed they will be with us soon.

A few incidents that were concerning, regarding safety.

- We had some dogs come in and breach the gate and approach a member and their family. According to Tammy this had happened in the past and we called the authorities, they said, unless they attack, they won't do anything. Kathy called this time, and we received the same answer, but she learned, if there was a puppy mill, they could do something further. Not the best answer, but be cautious if you happen to come in contact with them near the back gate.
- We have had people come to the gate asking to come in and look at properties, the answer is no they are not allowed to do that without an agent or an owner.
- We also, have had a few incidents where a member came in and their guest or vendor tried to come with them through the gate. It is only one car at a time. It will be the responsibility of the owner if the gate comes down and needs to be repaired because 2 vehicles tried to come in at once. You go through, then scan your guest or vendor through. It is a safety issue at the same time.
- We had a large black bear running around division one a few weeks ago. He was going in and out of yards looking for something to eat.

One more thing, Department of Health has asked us to inventory all the water pipes in our community. This is a statewide initiative and affects most communities. We will receive further information soon. We will be asking each member to report to us what material your water lines are made from. This inventory is due next year October 2024. We are working on the easiest process for our members to submit to us, what pipe they have on their lots.

Please Look out for this request soon.

Lastly, I want to wish all the park member families, a Happy Thanksgiving!

Pixie Evans

CRCC Site Manager

Attachment 4

Page 2 of 2

Date: November 7, 2023
To: CRCC Board of Directors
From: Park Services Committee
Re: Preliminary PSC Report

The PSC has worked diligently over the past months to determine a cost effective method to provide the necessary services to ensure proper Park functioning. This committee's preliminary analysis indicates that by terminating the contract with Associa and retaining independent vendors, ***conservatively a \$100,000 yearly savings*** can be realized.

We believe the changes enumerated below empower the board of Cascade River Park and its administrators to streamline, have better visibility into, and control over Park operations by providing more accurate and timely reports, enhanced real-time day-to-day operations tools, and hands-on decision-making tools.

The PSC strongly recommends the CRCC board effect the following changes in an expeditious manner. The changes to service providers are broken into four categories:

- **Associa**

Terminate their contract at the earliest opportunity to allow adequate time for transition.

- **Financial Services**

We have extensively interviewed a local professional bookkeeping vendor that employs a local WA State CPA to provide all reports and filings required by WA State, US government, and the IRS as well as including tax planning strategies and higher-level tax assistance when needed. Payroll services are also offered. This vendor has reviewed Smartwebs and concluded it integrates well with their processes.

- **Other Services**

Those services that do not fall into the other categories. For example, water testing and waste management. We do not anticipate major changes to the vendors already under contract.

- **Operations Services**

We extensively vetted the Smartwebs online software suite that provides an integrated, real-time cloud based software solution to manage and oversee in-park operations. In addition to budget tracking and creation it provides vendor, member, and employee management including payroll support. This program implements administrator access controls and auditing. We believe Smartwebs can significantly reduce the amount of time needed by the board and park manager to efficiently perform their duties.

Thank you for your valued consideration,
Park Services Committee

Attachment 5

November Board Questions and Answers –

Marty Parker – I-176: Is the Park being properly charged from Chom's and what about dumpster positioning?

Chom is the main source for fuel for the Park's trucks, generators, and pumps. Treasurer will work with Pixie Evans on verifying Chom fuel bills. Dumpsters moved back from the restroom area to in front of the Park office for the winter months.

Ann Murphy / I-216:

How will the soon-to-be vacant caretaker cabin be used?

The Board President will be proposing alternative uses for the cabin which will likely include doing the monthly meetings from there. This will save having to pay for space at the Inspire Church or the Marblemount Community Center. It would be a good area for the VERT to work out of the weather also. Pam Robinson will be submitting a proposal to the Board shortly.

What is the status of the lawsuit brought by a member against the Park and its Board last year?

The lawsuit was resolved in favor of the Park.

Jason Corey / I-92: Who approves lot mod requests. The office receives requests received from drop offs / Associa. They are forwarded to the Lot Mod Committee where they are acted on usually in less than a week. There are residents living in the Park who are on the committee. This helps speed up the process. The committee has asked that folks not only put on the Division and Lot / phone info, but also include the actual address such as 62284 Black Bear Lane to help them locate the specific property.

Don Parker / I-176: Why did VERT members have to pay for the 1st Aid training this year when this was not always the case in the past?

The Board will relook this and work with Associa to see if the VERT members can be reimbursed. This should be dealt with by the December meeting.

Trisha Steidl / I-98: Will the Park consider raising the dues for the Division IV area?

It seems like the right thing to do. Division uses the Park roads and bridges, etc. Their rates should be looked at for a raise to reflect increases that our members have borne. The Board will look into the background and the Park's relationship with Div IV.

Don Skakie / III-102: When can we get the year end financials?

Treasurer is working with Associa.

Jason Davis / : What is the small claim court issue about?

The Park received 2 small court claims – one came in sometime before March and one in August. Neither were received in a timely manner and came from the same individual in the Park. The first came during a time of board and fulltime turbulence in the first part of the year. Associa brought it to our attention in June when they found out about it. The second one was received at Associa, but not brought to our attention immediately. Associa has changed how they will work future such actions and have contacted legal counsel to ensure a proper, prompt response is rendered in the future. The Park paid the first one at \$800, while Associa agreed to pay the second one of over a \$1,000. We now know what to expect and how to address any potential repeats in the future.

David Skrinder / : Can the Treasurer's Report go out ahead of time before the meeting?

Depending on how fast the Treasurer can get information from Associa, this may be possible. We'll look to try and do this in January.