

**CASCADE RIVER COMMUNITY CLUB  
MINUTES MONTHLY BOARD MEETING  
9 March 2024 - 2PM - ONLINE Only**

**1. CALL TO ORDER** by Board Vice President Bill Roehm

a. The meeting will come to order. The time is 2:14 PM. Note: the meeting started late so Board Members Bill Roehm and Ken Jobe could mitigate a situation with 7 members outside the Park office.

b. Welcome – Please hold your questions until we have gotten through the agenda.

**2. ATTENDANCE:**

a. Board Members: Martin Metz is Zooming from home. Michael Rodriguez is Zooming from his overseas location. He will be back in 10 days and be physically at the next board meeting. Bill Roehm and Ken Jobe are Zooming from the Park Office. Bill is acting President.

b. Park Fulltime Staff: Pixie Evans is Zooming in from the Park to represent office and staff.

c. Membership: 21 members are digitally / physically present.

**3. APPROVAL OF MINUTES:**

Minutes for the 10 February 2024 meeting are still being produced. The meeting was 4-hours long which came to 270 pages of single-spaced input with a lack of clarity on who was speaking throughout the meeting. The full video is currently posted to the Park's YouTube site. We will finally have the full written minutes to approve at the April meeting.

**4. REPORTS:**

**a. President's update:**

- Regret that Kathy Roehm has stepped down from the Volunteer Coordinator's position due to a rough reception in the Park. It was a position that she very much enjoyed. Her efforts were very much appreciated and we hope to have her continued contributions in other areas for the Park in the future.

**b. Treasurer report:**

- January financials

- o The Board went through the January financials on-line briefly Thursday night with Associa. The full set late of documentation was just received Friday afternoon before the Saturday Board Meeting. Based on discussion on Thursday, two accounting reclassifications were made for work completed by World Kinetic Energy and Northwest Water Works. A copy of the January financials will be included with the minutes of this meeting. They are also on Associa's Town Square for members to review.

- o Associa has moved from a monthly modified accrual process to an annual modified accrual process. This is a branch wide change and not something that will significantly impact the Cascade River Park. This continues to keep us in line with state statute requirements for the Park on financial reporting and operations, but provides a much clearer picture for everyone to understand where we are sitting with financials.

- Budget Process Review

- o Members of the newly formed Budget Committee are Pixie Evans, Anne Murphy, Marty Parker, Don Skakie and Michael Rodriguez.

- o They will begin meeting this month and working with Jessica Sanders at Associa and the Board Treasurer (Board oversight). The committee will submit a budget proposal to the Board.

- o Board members on the budget committee are present to show support in the process and help. The appointed chairperson will not be a Board member.

- o Budget committee objectives include : recommending Park funding priorities, planning for the next annual budget ratification in May), educating members of the Park in advance so the budget process is open and transparent, and recommending a budget for the Board to consider and implement.

- o Associa has already begun the first draft of the Park's 2024/2025 budget. This will be completed no later than March 15th.

- o This draft will be reviewed with the Budget Committee. Associa will setup a meeting to be able to review it with them directly so that they understand how the numbers were derived. This will also give them the opportunity to directly ask any

specific questions they may have as well as provide Associa the opportunity to give them any additional reporting or backup information they may be looking for as they review the budget and make their recommendation for board consideration. Note: Up front, this meeting is an added billable, but very needed meeting cost.

- o Reminder: The Budget Committee works at the direction of the Board. That means they are to provide recommendations, but the Board has the ultimate decision-making power over the final numbers in the budget.

- o Once the budget is finalized, Associa will be post it on Town Square for owners to review and ask questions/give recommendations by a certain date. From there, the budget will be included in a packet mailed out ahead of the Budget Ratification meeting.

- o Here is a tentative timeline of events:

- March 15th: Draft Budget is completed by Associa and sent to the Budget Committee

- March 18th-29th: Sometime within this time frame, there will be a meeting with Associa and the Budget Committee (with Board Treasurer/Liaison present) to review and discuss each budgeted line item. Within the above timeframe, the Committee provides Associa with their edits/changes to the budget and Associa produces another version of the budget that includes those edits/changes.

- April 4th: Associa provides revised budget proposal to the Board for review/vote.

- April 5th: Budget posted to Town Square for owner comments/questions

- April 13<sup>th</sup>: Budget Committee reports back to membership

- April 22<sup>nd</sup>: Window closes for owner comments/questions.

- If needed, the Board will reconvene to confirm the final version of budget (re-approval takes place, again, if needed).

- May 11<sup>th</sup>: Budget Committee reports to membership if needed

- Week of May 13th: Budget mailer is legally obligated to be sent to all owners. The mailing will be an additional expense in the budget development cycle.

- Week of May 27th: Budget Ratification Meeting conducted. This meeting will probably be a combination of members physically present as well as on line.

c. **Office and Caretakers report** (by Pixie, onsite manager)

- New Park truck has been retrieved by Board Member Ken Jobe from the Morton, WA dealership.
- Back gate repair complete and came in slightly under \$10,000. It was covered by the insurance from the driver who crashed into it.
- Janicki has completed No Name and Boulder Creek bridges and they await installation.
- One bridge permit was returned and Janicki is working to revise it so bridge installation can begin.
- Backhoe has been inspected and found to have a continued life expectancy of another 5 years. It is currently on the Reserve Study list for replacement. The hydraulic box does have a leak which will cost \$3,000 for parts and another \$500 in labor to fix.
- Two part time employees for the office have been hired. Both Angela Nevin and Nicole McFarland have a lot of experience and skills to offer the Park.
- Caretaker John McCutheons will be back in April.
- Caretaker staff have been focusing on roads and fallen trees / debris.
- The last volunteer cleanup was a successful. Work hours were submitted to Michael Rosebaugh as we work to support potential future grands.
- Chipper will be getting new blades to it will be available for the 23 March cleanup.
- Looking at bids for replacing the ailing power system for the office / caretaker building. A bid from Fire Mountain Solar has been received, but looking for additional vendor estimates.
- Caretaker cabin is being modified to support Park community and event needs. Additional attention to chairs, internet support, and A-V equipment will be needed.
- Be sure to register on Associa's Town Square for the latest news and reports in the Park. If you need help getting on, let the office know.
- Sorry to see the Roehms go. Their unwavering support to the Park will be greatly missed. We have to take care of our volunteers and encourage their engagement for depth of services in the Park.

#### **d. Committee Reports**

- VERT (training, fire evacuation plan)

Public bathroom and picnic areas were focus of volunteer clean up efforts. Ladder fuels were removed and Mir had chipper available, but the new blades will make it easier to use.

March 23<sup>rd</sup> Cleanup will at picnic area at 9 am from bathroom to the big rock area. Looking to do a potluck sort of thing afterwards.

March 25<sup>th</sup> is next time for Ian with DNR to be out. Will meet at front gate at 10 am. Still have many places in Division 2 and 3 to look at. Owner needs to be present or have left a waiver form to allow onto property for assessment.

Looking at a designated evacuation location to identify routes and assembly areas so they can be passed on to authorities. Ian is working with David Mireault. Suggestions for assembly areas are being sought from members. Size of open area is 475 x 475 square feet.

Leadership training will be done on May 4<sup>th</sup> with accomplished trainer Jeffrey Huntington. It will be free to Park members and conducted outdoors for around 5 hours. Class will have room for 12 - 16 people the class announcement will go out shortly. With enough interest, there could be an added class in the future.

Trying to set up training with a qualified arborist on cleaning up ladder fuels and taking care of forests.

- Firewise Committee (incorporated into VERT report)
- Lot Modification (Ken Jobe)

Only a few this month. Follow Park policies on size of trees that can be cut.

Property modification requests should provide the Division / Lot info and the address (white and blue sign) for the property if known. Skagit County has a process to have the address designated and provide a sign.

- Beautification – Nothing to report.
- Looking for a new volunteer coordinator.
- Bill Roehm indicated the Park is looking for someone to take up doing the Newsletter in the future.

## **5. UNFINISHED BUSINESS:**

a. Pam Robinson has officially stepped from the Board. We will be looking for a replacement recommendation from the Nominations Committee for a member replacement.

b. Duties will be shifting for current board members.

- Proposal – Bill Roehm to become President. Ken Jobe moved that Bill Roehm be designated president. Martin Metz seconded. 3 ayes (Metz, Jobe, Rodriguez), and one abstain (Roehm). Motion carries that Bill Roehm become Board President.
- Proposal – Michael Rodriguez to become Vice President. Bill Roehm moved that Michael Rodriguez be designated as new Vice President. Ken Jobe seconded. 3 ayes (Metz, Jobe, Roehm) and one abstain (Rodriguez). Motion carries for Michael Rodriguez to become Board Vice President.
- Proposal – Appoint David Mireault to fill position vacated by Pam Robinson until next election effective as of April 13<sup>th</sup>. Michael Rodriguez moved proposal. Ken Jobe seconded. Vote was unanimous (Roehm, Jobe, Rodriguez, and Metz). Motion carries that David Mireault assumes board duties effective at the April 13<sup>th</sup> meeting.

- Bill indicated that nomination committee be asked to have should have a standing list to facilitate replacing future board members. Invitation open to any property owner.

c. Services provided by Associa in support of the Park.

- Bill Roehm suggested that once a quarter, we look at conducting a board meeting during a week day to permit Associa to be on line and be available to answer questions and put out information. This would serve to improve communications with membership and Associa. Something to think about and let the board know.

- Benefits of working with Associa

- o Associa has provided a quick reference of some of the things it does for the Park. A copy will be sent out with the minutes of this meeting.

- o This document helps explain the relationship and services that Associa provides as our professional management company. Hopefully, this assists in discussions / questions that arise regarding the work that Associa does for us.

d. Don Skakie suggested to facilitate bank transfer responsibility, that the minutes clearly show taking old signers off bank accounts and putting current authorized Board members who should be added as signers to bank accounts.

- Martin Metz had been appointed Treasurer at the last meeting with the effective date for implementation as of this Board meeting on 9 March 2024.
- Michael Rodriguez moved that all previous signers be removed from bank accounts and that the current Treasurer Martin Metz and President Bill Roehm be added as a signers to all bank accounts. Bill Roehm seconded the motion. Motion passed unanimously (Rodriguez, Roehm, Jobe , and Metz)

## 6. NEW BUSINESS:

a. To ensure adequate funding is available, there is a need to **transfer \$75,000 from the Operating Account to the Reserve Account**. These funds are to be used for various ongoing / upcoming Reserve projects including (but not limited to): Bridge fees with Janicki and equipment repair for the Backhoe.

- With the recent expenses (truck purchase) from the Reserve Bank of America account (#8767). there are no funds there to use. The PacWest Reserve Account we are able to use for Reserve Expenses approved by the Board does not necessarily have the funds in there to pay these without depleting that account as well (which is absolutely not recommended). The Board needs to decide if: (1) They approve to move some funds from the PacWest Operating Account to the PacWest Reserve account to cover these costs, or (2) that these costs would be paid from the third Reserve Account the Association holds, with Pacific Premier.

- If the Board opts to move forward with the (1) option: Associa has suggested the Board consider moving ~\$75,000 to the PacWest Reserve Account as a permanent transfer (Once the funds are moved, they legally cannot be moved back without formal disclosure to the membership. That is why the suggested transfer here is a conservative amount. This ensures there are still enough funds to cover operating expenses.) Currently, the Operating account balance is ~\$230,000.

- If the Board opts to move forward with (2) option: The signers on this account will need to contact that bank to request that payment take place. Pam Robinson is the current signer there. She resigned from the Board on 22 February. After returning from my mom's funeral in Arkansas on March 6th, I received mailed paperwork from Pam to transfer the Bank of America account from her. We will be proceeding to transfer the BoA account to me, but there would be a delay in transferring funds until this happens.

- Associa is working with the Washington State Secretary of State update the signers on the Pacific Premier bank account. SOS is usually updated for the community once per year as it costs money to update each time. Obviously with Pam's resignation, we need to update to be able to do anything with the Pacific Premier account. Jessica Sanders at Associa has pushed the request through to its admin which handles these updates. Once completed, Site Manager Pixie Evans will be notified.

- Martin Metz moved to go with Option 1 Transferring \$75,000 from PacWest Operating Funds to PacWest Reserve Funds. Ken Jobe seconded. The motion was discussed with Michael Rodriguez expressing some reservations due to being in traveling status and not having been able to completely study the issue. Motion passed with 3 ayes (Metz, Jobe, and Roehm) and nay (Rodriguez). Motion carried to transfer \$75,000 from PacWest Operating Funds to PacWest Reserve Funds.

#### **b. Insurance vote / bidding**

- During the meeting last Thursday night with Associa, the insurance policy for the Park was discussed. There is a legal (as well as contractual) obligation for the Cascade River Park to hold an insurance policy and not allow a lapse in coverage. Associa renewed the current insurance policy with Philadelphia Insurance Company in January. However, a formal vote by the Board is needed to approve the current policy. Associa HIGHLY suggested taking a vote at the March Board. Some considerations:

- o The Board has an obligation, as the stewards of the Cascade River Park, to protect the Community from liability. Not having insurance coverage, or allowing coverage to lapse is a huge violation of that obligation, and in many cases can result in lawsuits for negligence.

- o The Board is (as mentioned above) legally obligated to hold insurance on behalf of the Park, as well as contractually obligated per the management agreement to hold a certain level of insurance. A lack of coverage furthers the probability of losing any lawsuits that may be waged for negligence, should the policy lapse or the park find itself

without coverage at any given time. Should a lawsuit be waged against the Park during any circumstance of coverage lapse, all Board Members could personally be held liable as there would be no Directors & Officers insurance coverage in place.

- o The park has recently been the target of various lawsuits, furthering the absolute need to have a policy in place at all times and not allow a lapse in coverage that would leave the entire park open to liability.

- o Associa recommends voting approval of the current policy (held with Philadelphia Insurance) with an annual policy premium of \$10,335.

- o The Board will work with Associa to review available alternative policies and ensure the Park is getting the best value possible with Philadelphia Insurance Company. Should the board opt to change carriers/policies, it would have the capability to recoup any premium paid for a policy term that is not fulfilled.

- o Martin Metz moved to approve the insurance policy with Philadelphia Insurance for \$10,335 while asking Associa to relook competing alternatives. Michael Rodrigues seconded. The motion passed unanimously (Roehm, Rodriguez, Jobe, and Metz).

**c. Account delinquencies.....Last Thursday 28 March**

- Associa has provided the Board on March 28<sup>th</sup> with a delinquency report that needs action by the Board. These include approval for status reset, approval to send to Collections, approval for waiver of fees, etc. as well as administrative information the Board needs to be aware of.

- ALL discussions surrounding these delinquent accounts and their details MUST be held in Executive Session. This means temporarily adjourning the Open Session and asking all owners to exit the meeting for the duration of the Executive Session. Once discussions are complete, the Board will move back into Open Session to announce results.

- There are a number of accounts presented for consideration / voting. The Board WILL NOT use anyone's names, addresses, lots, etc. Results of the Executive Session will be summarized by stating the number of accounts being sent to collections, or having a waiver approved. At the outcome of the Executive Session votes, each account number associated with the category of vote will be specified so Associa can proceed.

- Michael Rodriguez noted that he had just received the lists and felt more time was needed by the Board before decisions were made. He asked that the board wait until he returns from travel. The Board agreed to delay the vote, but would review by Executive Session at that time so the results could be announced at the April Board Meeting.

**7. MEMBERSHIP COMMENTS - Q&A**



- Q: Anne Murphy: Would like to see the monthly financials. They have been promised previously. How can we see them?
  - Answer: The most current financials are always about a month and half behind. The most current available is for January. A copy can be printed at the office, but keep in mind that it's approximately 54 pages long. They are also always available on Town Square for members who have established an account there.
- Q: Anne Murphy: If a Park member agrees to patrol the park in their own vehicle and be reimbursed or if licensed, could they use a Park vehicle?
  - If the patrol wasn't coordinated with the fulltime staff / Park board, it is a nice gesture, but cannot be reimburse. To use Park equipment, the operator would not only need a license, but would also need to qualify under the Park's liability insurance contract. A compromise might be to conduct a ride along with the Park employees to help.

#### **8. Confirmation of Next Meeting / Adjournment:**

- Our next meeting is on Saturday, 13 April 2024 at 2 pm. We're not sure on a physical location yet. There were no objections to the time. The next meeting will take place on Saturday, April 13<sup>th</sup> at a location yet to be determined.

- The time is 3:58 PM. There being no further business to come before the board, this meeting is adjourned.

3 Enclosures:

Enclosure 1 – List of Membership Present

Enclosure 2 – January Financials (separate PDF document)

Enclosure 3 – Associa benefits to the Park (separate PDF document)

## **Enclosure 1 – Membership Present**

Ken Adams

Stephen Bighaus

Susan Bravard

Beth Burrus

Domonique Calhoun

Pixie Evans (physically at Park)

David Fierbaugh (physically at Park)

Kenneth Harrison

Jeff Huntington

Ken Jobe (physically at Park)

Frank Koegler

Martin Metz

Dauids Mireault

Anne Murphy (physically at Park)

Pamela Nix

Bill Roehm (physically at Park)

M. Shaw

Don Skakie (physically at Park)

Ron and Norma Sherin

Paul Tewes (physically at Park)