

# **CRCC BOARD OF DIRECTORS MEETING MINUTES MAY 11, 2024 2PM – MARBLEMOUNT HALL AND ONLINE**

**CALL TO ORDER** : Meeting called to order by Paul Tews, President at 2:00 PM

**ATTENDANCE:**

- Board Present : Paul Tews (President), Bret Cornelius (Vice-President), David Mireault (Secretary), Michael Rodriguez (Treasurer).
- Staff Present : Nicole (admin), Mir Agol (caretakers) – Pixie called sick in the morning
- Members present : 3 members online and 11 in person (see sign in sheet attached)

ATTENDANCE IN PERSON : cf signing sheet

ATTENDANCE ONLINE : Ron Sherin, Michael Rosenbaugh, Jason Weaver

**PRESIDENT ADDRESS (Paul Tews)**

- Communication through email and mailhimp then smartweb
- When you talk to one Board member you're communication to one individual, not the Board
- Social media: not used by the Board and what you read there is not an information from the Board. Communicating with the Board : email or snailmail.
- If you have a beef with something/someone, please call the RCW, ByLaws... that will help the Board to look into the issue
- Target 90 min for the meeting, please keep questions to the end
- There is a box by the office for question and Paul will check regularly.

**Minutes of April** : Motion to approve by Paul, second by David, all in favor 4-0

**Minutes of February** : Martin Metz took the minutes but has not delivered them to the Board

**Motion Policy #3100 – Communicatio and Anti-Harassment** : Motion Mike, second Bret, all in favor 4-0

**Motion Policy #2210 - Collection** : Motion Bret, second David, all in favor 4-0

**TREASURER REPORT (Michael Rodriguez)**

March financial package posted by Associa on TownSq

April expenses and bank balances attached at the end of these minutes.

**WATER REPORT (David Mireault)**

Last count: 7,000 gallons a day, still too much

Electronic meters installed (8 of them) assist in locating areas in the park with leaks.

Please check the meter needle when you turn water on.

It is obvious main line leaks are in all divisions in the park.

Engineer work (Land Development Engineering & Surveying Inc): one option replaces the main fill line. David explained the damage caused over time with the contraction/expansion of the single line system when the pump is on.

Safety precaution boil water notice is still in effect for safety and information reasons. The water system is not holding water 100%.

### **FIREWISE (Michael Rosebaugh)**

A Next clean up : labor day weekend, email to come out

I'm pleased to announce that we've met our Firewise investment goal for 2024, almost entirely based on individual volunteer work. We're still working to finalize the formal recognition - there's still a lot of paperwork still to file, and if anyone wants to help, please reach out.

That being said, we live in a heavily forested area, we're entering into a particularly dry summer, and still encouraging everyone to focus on fire mitigation efforts, both maintenance on their own property as well as participating in community cleanup days. The next scheduled cleanup day will be on Labor Day weekend and more information will be emailed out closer to that date.

We'll be continuing to routinely send out information and educational material to help the community become more resistant to wildfire risk. Here's a bit of information on one current park priority from Firewise: the Immediate zone - 0 to 5 feet from structures:

- *Science tells us this is the most important zone to take immediate action on as it is the most vulnerable to embers. START WITH THE HOUSE ITSELF then move into the landscaping section of the Immediate Zone.*
- *Clean roofs and gutters of dead leaves, debris and pine needles that could catch embers.*
- *Replace or repair any loose or missing shingles or roof tiles to prevent ember penetration.*
- *Reduce embers that could pass through vents in the eaves by installing 1/8 inch metal mesh screening.*
- *Clean debris from exterior attic vents and install 1/8 inch metal mesh screening to reduce embers.*
- *Repair or replace damaged or loose window screens and any broken windows Screen or box-in areas below patios and decks with wire mesh to prevent debris and combustible materials from accumulating.*
- *Move any flammable material away from wall exteriors – mulch, flammable plants, leaves and needles, firewood piles – anything that can burn. Remove anything stored underneath decks or porches.*

Again, this summer is projected to be a particularly dry one and we're all doing our part to help reduce the community's risk to wildfires. If you have any questions or want to get involved, email [firewise@cascaderiverpark.com](mailto:firewise@cascaderiverpark.com)

## **PIXIE's REPORT (read by Paul Tews)**

We are getting ready for the Busy Season at the Park.

**Caretakers**, along with repairing recent water leaks which has dominated the caretakers time over the past few months. For that reason, close monitoring of water tank levels has been a priority. Please be patient with them, as they have had a challenging few months and are doing all they can to focus on member requests and their routine work.

The caretakers have chipped up all the debris from the clean-up days. They are weed eating and cleaning up debris along the roadways.

They have filled many pot holes from the winter time and continue to fill them as water repairs are being completed and their time is available.

They have worked on changing oil and filters to maintain generator, pumps, and vehicles.

They are planning meter installations and repairing meters that may have problems.

The few items they would like the members to assist them, one to make sure if large trucks are at your property to please ask them to stay off the soft shoulders of the roads. To stay on the hard pack in the center of the roads. The pipes are buried in the soft shoulder and when heavy trucks roll over soft areas, water pipes break.

The second item is when members and their guests come through the front gate, they ask to please wait until gate closes completely until the next person comes in. By not waiting it is hard on the gate arm.

**At the office**, Angela and Nicole have been learning processes in the park. Organizing and filing documents. Creating Notebooks for regular use documents and give us user friendly access. Angela is preparing water reports such as monthly meter reading and the DOH reports. They are completing requests for members. And answering phones. Nicole is a wizard on the technology and has solved many issues we have had in the office. The office is going very smoothly and both Angela and Nicole are doing a great job!

**Our water samples** have been good. Pixie was sampling monthly. Will is taking over the monthly samples. The plan is to have all caretakers and office staff trained, for back up on the water reports and samples.

**Safety and Security** we have not had recent concerns, except for the dogs coming in at the back gate. This has been turned into the Sheriff and we spoke to the owners of the dogs. There is no leash law in Unincorporated Skagit County, unless they are running a puppy mill or the dogs attack anyone they will not respond. But they do keep the complaints for future reference. Members have taken pictures of the Dogs, and they were sent to the sheriff.

**Garbage cans are at the Big Park now. The Seasonal Honey bucket is available Now.**

### **BRIDGE & ROAD (Bret Cromelius)**

Bret in talk with bridge company: window to get the two small bridges installed  
Bridges are ready, Bret will follow up with Janicky – Don knows more  
Other issues: the way the roads are graded, Bret will work on it  
Caretakers are working the best they can but they are not well equipped

### **MOTION BANK SIGNERS:**

Michael, Paul and David to become signers  
Motion made by Paul, second by Michael, all in favor 4-0

### **NEXT YEAR BUDGET INTRODUCTION (Michael Rodriguez)**

#### **COMING ELECTION**

Explained by Michael : Board seats 2 and 3 open for election in June  
Also 3 members need to be elected for the Nominating Committee

**BYLAWS** : The new RCW has to be implemented by 2028. Bylaws need to be updated. Call for volunteers.

#### **3:12PM : Opening the Q&A Session**

Jim Zegal– AirBnB Committee? Yes, we are looking for volunteers.

Anne Murphy : Do member have to be in good standing to vote?  
Michael : NO, State/Fed ruling overwrites our ByLaws on that matter.

Anne Murphy : Is there a Policy book in the office that members can consult?  
Board :YES

Sue Breward: Is the Policy book up to date?  
Board : We'll ask Pixie to make sure of that

Jim Zegal: Are we looking at a special assessment this year?  
Michael : It's a possibility, it all depends how far the 400kUSD we're raising to deal with the water issue will take us. We want to make sure that the ownership start thinking that it's a possibility.  
David : If government puts a red tag then we're on the hook to redo the entire system. Right now it's a Class A system recognized viable so we're better off doing our homework and fix it step by step. Right now we're investigating what's the best option to bring water to the concrete tank. We are researching the possibility of drilling a well at the concrete tank location.

**MEETING ADJOURNED AT 3:30 PM**



### CRCC Monthly Board Meeting Sign-In

May 11, 2024 2PM

Marblemount Community Center and Zoom

| MEMBER NAME         | DIV/LOT   |
|---------------------|-----------|
| 1 Marty Parker      | 1-176     |
| 2 Mike & Karen Ball | 1-130/131 |
| 3 Bobbie Dutton     | 1-121     |
| 4 Sue Braward       | 2-39:40   |
| 5 Pomonique Calhoun | 1-74      |
| 6 JIM ZEGEL         | 1-237-247 |
| 7 Anne Murphy       | 1-216     |
| 8 Gret Cornelius    | 2-41      |
| 9 Steve Bighous     | 2-9       |
| 10 David Mireault   | 1-179     |
| 11 Mike Asol        | 1-8       |
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## EXPENSES FOR THE MONTH OF APRIL

|                |                 |
|----------------|-----------------|
| <b>Vendors</b> | <b>\$27,175</b> |
| <b>Payroll</b> | <b>\$15,028</b> |
| <b>TOTAL</b>   | <b>\$42,203</b> |

| Date Paid           | Vendor  | Amount          |
|---------------------|---|-----------------|
| 04/01/2024          | EMB Management, Inc.                                      | \$11,193        |
| 04/01/2024          | Cascade River Comm. Club                                  | \$2,504         |
| 04/26/2024          | Cascade River Comm. Club                                  | \$2,504         |
| 04/26/2024          | Cascade Supply  | \$2,294         |
| 04/01/2024          | Les Schwab Tire Centers of                                | \$1,845         |
| 04/26/2024          | AJ Food Mart LLC (Fuel)                                   | \$1,771         |
| 04/26/2024          | Condominium Law Group (Default motion, Collection Policy) | \$1,548         |
| 04/01/2024          | John Brooks (Used Line Finder)                            | \$1,200         |
| 04/01/2024          | Waste Management  | \$423           |
| 04/29/2024          | Waste Management  | \$423           |
| 04/26/2024          | Northwest Water Works LLC                                 | \$271           |
| 04/01/2024          | AJ Food Mart LLC (Fuel)                                   | \$262           |
| 04/01/2024          | Photos Tell the Story                                     | \$196           |
| 04/26/2024          | Hughes Network Systems                                    | \$187           |
| 04/29/2024          | NAPA Auto Parts   | \$174           |
| 04/01/2024          | Ron & Pixie Evans (Harbor Freight, HD)                    | \$167           |
| 04/12/2024          | Photos Tell the Story                                     | \$98            |
| 04/29/2024          | Cascade Supply  | \$92            |
| 04/26/2024          | Edge Analytical, Inc.                                     | \$24            |
| <b>TOTAL VENDOR</b> |   | <b>\$27,175</b> |

| Date Paid            | Payroll      | Amount          |
|----------------------|--------------|-----------------|
| Biweekly             | Manager      | \$5,911         |
| Biweekly             | Office Admin | \$1,497         |
| Biweekly             | Caretakers   | \$7,621         |
| <b>TOTAL PAYROLL</b> |              | <b>\$15,028</b> |

## END OF APRIL ACCOUNT BALANCES

|                  |                                      |                  |
|------------------|--------------------------------------|------------------|
| <b>OPERATING</b> | Pacific Western Bank (#6266)         | \$138,693        |
|                  | Bank Of America (#1220) - estimate   | \$35,198         |
| <b>RESERVE</b>   | Pacific Western Bank (#2828)         | \$49,509         |
|                  | Bank Of America (#8767) - estimate   | \$11,623         |
|                  | Premier Bank Bank (#5480) - estimate | \$240,168        |
| <b>TOTAL</b>     |                                      | <b>\$475,192</b> |

**PASS MOTION BANKS SIGNERS : PAUL, MICHAEL, DAVID**