

**BEVERLY BEACH IMPROVEMENT CLUB**  
**Board of Trustees Meeting**  
**May 8, 2017**

The meeting was called to order at 7:03 pm at 1842 Foliage St., Beverly Beach.

Attendance:

BBIC Board members Robin Charlwood, Gordy Frederickson, Linda Kemp, Jim Norman, John Barney, Gina Koehler, Trisha Brigham attended. As all members were present, we had a quorum.

Robin welcomed everyone and handed out a copy of the proposed Agenda and invited any additions or changes. None were requested and the meeting proceeded to address the following items.

**1. Review operations, equipment maintenance and replacements, water quality monitoring and new WA DOH Operating Manual requirements:**

No significant operating problems have occurred this year. Joe Waldrup has replaced various minor equipment items as necessary. WA DOH has issued revised guidelines for the Operating Manual. Joe maintains the current Operation Manual. Robin and Joe have reviewed this and compared it with the new guidelines. It was concluded that although the organization has changed in some respects, the present version addresses the required items sufficiently. Joe Waldrup has the current version as a hard copy and updates it as required. It was agreed that the current manual should be scanned and placed in the Dropbox files for safekeeping. It will be re-scanned annually to keep the digital version up to date.

**2. Review 990 submission and Final Fiscal reports for 2015-16:**

Edwards & Associates prepared and filed the 2015/16 IRS Form 990. This included an update of the assets depreciation schedule. The Draft Financial Reports for 2015/16 need to be Finalized with the depreciation amount. In the future, the depreciation can be updated prior to the Annual Meeting and included in the Draft Financial Reports for the annual meeting. After the meeting the financials will be finalized incorporating any changes agreed at the meeting. Edwards & Associates charged \$575 to review the information supplied and prepare the 990.

**3. Review 3rd Q 2016-17 financial results vs budget:**

Linda Kemp gave her Treasurer's report. Most dues have been paid and expenses are within budget. We have 1 outstanding bill.

The board confirmed the email decision to change insurers from Porter to Douglas. This allowed a significant savings in insurance costs. The policy change came in to effect December 1, 2016 and parts of the prepaid premiums were returned to BBIC.

**4. Changes to chart of accounts to show Capital Reserve income and expenses:**

Linda and Robin met with Amber on April 20, 2017 to make changes for end of year reporting to show income and expenses for the Capital Reserve Fund which do not show in the Profit and Loss Report. A special report will be produced at year end, or as required to show details.

**5. Review payment for hookups and allocation of charges and installation costs:**

There was discussion of the management of hookup income and expenses. It was agreed that we need to document the policy for hook ups and installations along with how it is budgeted.

**6. Review recent issues and BBIC policy on overages:**

There was a discussion of the current procedures for overage charges in view of some recent quite substantial overage charges. The current policy is that overages are charged at the overage rate for water usage exceeding 5,000 gallons of water in any one month based on the meter readings irrespective of cause. No change to this practice was proposed.

**7. Policy on repairs including definition of responsibility of owners vs BBIC:**

The current policy is that costs for repairs downstream of the meter are the homeowner's responsibility. However, as the Capital Reserve dues include provision for replacement of the shut off valve, pressure reduction valve and the meter, BBIC will use the capital reserve for replacement cost for shut off valve, pressure reduction valve and the meter. The labor costs for repairs will be paid by BBIC if at or upstream of the meter. Labor costs downstream of the meter will remain the homeowner's responsibility. It was agreed that the policy to address these issues should be clarified and documented and made available to members.

**8. Pump House roof repair:**

The pumphouse roof has been leaking. Gordy is getting quotes for a new roof, including gutters and downspouts from Joe Waldrup and Island Roofing Co. A decision will be made thru email by the board as soon as possible. This will be paid for from the Capital Reserve fund.

**9. Fix drainage in PH area:**

Drainage in the pumphouse area has been a problem this spring. Gordy is working on getting quote from Allen Septic.

**10. Availability of info on Dropbox site and BBIC email address:**

Key documents are being transferred digitally to a new BBIC DropBox cloud storage site for safe keeping. We are also establishing a new BBIC email address to be able to save all BBIC emails. This is still under development by Robin, David and Gina Truesdell.

**11. Progress on Emergency Prep:**

The committee of Randy Weiss and Robin Obata, et al are in the process of working on emergency preparedness for the Beverly Beach community.

**12. Long term planning:**

Joe Waldrup has indicated that he will continue to be available as BBIC's Water Manager for the next two years or so. John Barney and Jim Norman will work on getting a back up person or company to cover if and when Joe retires or cannot take care of our water needs.

We will arrange for an inspection of the condition of our ATEC water filtration system.

**13. Preparation for AGM on August 19, 2017:**

Trisha has reserved the Bayview Senior Center for the 2017 BBIC Annual Meeting on August 19th, 2017. The Board will be forming a Nomination Committee for the 2017-18

period. The rest of the prep work will be done in June.

There will a Pot Luck Picnic after the meeting in Beverly Beach for BBIC members and their guests.

**14. Update of Member Directory:**

The Member Directory will be updated after the 2017 Annual Meeting.

**Other business:**

New connections: There is no plan to extend the current water mains system. For new hookups, owners will be responsible for the cost from the meter adjacent to the main to their property.

**Next meeting:**

A meeting for planning the Annual Meeting is scheduled for Thursday June 22nd. 10:00 am - 12:00 pm.

Meeting adjourned at 8:57 pm.

Reported by:

Gina Koehler, Secretary, BBIC

May 11, 2017