

BEVERLY BEACH IMPROVEMENT CLUB

Board of Trustees

Meeting Minutes of **May 17, 2012**

The meeting was called to order at 10:00 am at the community pumphouse!

Attendees: Fred Marshall, Joel Wight, Ron Buzard, Maureen Horn, and Dianne Shiner.

PUMPHOUSE/WELL TOUR

Manager Joe Waldrup showed us around the pumphouse, emphasizing improvements and emergency measures, testing and its expense, and a general introduction to the process, including the new flushing system which is working quite well. We visited the drainage system and shutoff valves on the property as well. We currently shut down one of the wells during the winter, and utilize both in the summer. Ron distributed keys to Fred and Dianne as well as noted where they are stored alongside the shut-off tools. We are advised to call Joe at the first sign of a problem if Ron is not available. Again, we are very impressed with Joe's work.

BILLING

Because the meter readings did not take place exactly on April 1 and May 1, we utilized an averaging system proposed by David Demorest to determine the 3rd quarter billings. Four hookups had monthly overages totally over \$5 for the Feb.-April quarter. Dianne will hand-bill these invoices and Maureen will record their receipt into our bookkeeping system. She will also ask Pauline if she would be willing to handle our billing in the future. After much discussion, we determined that Ron could simply send her the meter reading records and that her quarterly invoices could be reviewed before mailing. Ron requested that when Jim is unable to read the meters on the first of the month, that we hire Joe to do it in order to simplify determining the overage fees.

IRS TAX FORM 990

It was discovered the our 990 form (maintains our not-for-profit status) has inadvertently not been filed for the last 2 years. Maureen has called Edwards and Associates to re-engage their services in taking care of this asap (we got a notice from the IRS), and Candy Charwood (their staff and also our community member) has been assigned to take care of this. Maureen will take care of getting her the appropriate balance statements and Dianne will send her the depreciation schedule that was utilized in 2011 to establish our capital reserves.

INSURANCE UPDATE

Fred received a notice from Porter-Whidbey Insurance requiring the updating of the value of our assets and authorized signatures. This will probably result in considerably higher fees this year which we should anticipate in budgeting. Ron will respond.

VOTING PROCESS CLARIFICATION

After carefully reviewing the bylaws, Joel has determined that we do not need to implement the complicated numbering system on ballots, but simply apply the bylaws to a mail vote: if it fails to reach a majority response, THEN the ballot at the meeting becomes the official vote (so someone could vote “twice” as the mail ballot would no longer count). As a courtesy, Joel will contact Lloyd about his interpretation of the bylaws. We will also clarify this in our annual meeting notice.

BYLAW FEEDBACK

The only suggested change that was received from our bylaw mailing was the use of “Directors” instead of “Trustees”. Joel checked into the legal differences and determined that usage has changed over the years and it is probably not necessary to change these terms as written. To do so, we would have to create another change in our Articles of Incorporation that we just changed officially last year. We decided to keep the bylaws as currently drafted, and consider an Articles amendment in the future if necessary. So we can now proceed with a vote on the bylaws in our annual meeting notice.

NOMINATIONS

No nominees were proposed from our last mailing. Dianne and Joel will serve as a nominating committee again, based on the new term limits as proposed in the bylaws. The Treasurer position is open.

TRUSTEE REVIEW OF RATE STRUCTURE PILOT

Dianne (with David Demorest’s help) will draft a review to submit to the membership as requested at last year’s annual meeting. She proposed utilizing the goals established at that meeting to measure effectiveness, and will draft recommendations for consideration at our next meeting. Maureen will get year-to-date detail from Pauline for Dianne.

NEXT MEETING: THURSDAY, MAY 31, 10 AM AT DIANNE’S

Joe also invited us to participate in a Water Association training to take place on Saturday, June 23 in Oak Harbor. There will be 6 workshops to choose from, and it is free because of our membership. Ron is already registered. Joe will send info to all Trustees.

Submitted by Dianne Shiner, Secretary

