



Sun Ranch Owners' Association

February 10, 2024 Approved Minutes

Sun Ranch Board Meeting Agenda: 02/10/2024

Meeting called to order: 9:30am and dismissed for an Executive Session

Executive Session: Called to order at 9:35am,

Board and officers discussed and came to an agreement on the need for a new person(s) for the part-time maintenance position. It was agreed that we will use Andy's Job Description and Procedure. It was also agreed that two positions would be opened so that if the initial contact cannot do the work the alternate would be contacted. Better experience needed and offer the position at \$40 an hour instead of the current \$20 per hour.

Regular Mtg. Reconvened at: 9:47am

Chairperson: Andy Jones

Board Members Present: Andy Jones, President; Todd Norris, Vice President; Mary Zell, Vice President; Tina Dennis, Secretary; Officers present: Bruce Elliott, Admin Asst present: Trisha Stockinger

SROA Members present: David Dennis (64-65), Bob Mills (436), Taylor Upthegrove & Jeremy (143)

Andy welcomed the group, and did a brief check-in with the board.

Andy reviewed today's agenda.

Additions and rearrangement of agenda: Added part-time Maintenance position to VII d, for d2.

Reading Minutes: Trisha read the November 11, 2023 meeting minutes. No changes to the minutes were requested. Motion to approve minutes as read was given, seconded, and approved. Motion carried.

Member Concerns; Dave brought up how bad Cape Labelle Rd is and that we all need to call to complain so that the county will fix the road. Tina will get the phone number to Trisha to post

Bruce brought up James' concern that Dinosaur Ln wasn't plowed. Trisha reiterated that the budget that was approved at the annual meeting, only had the main roads to be plowed and spur roads would be at the owners responsibility to plow. Also, that Mike and Bryan on Dinosaur Ln had plowed the road and that James has a truck with a plow on it too.

Organization, House Keeping (all)

Andy reminded us that we want the meeting to be Civil with respect to all.

Tina read the Certificate of Appreciation for FD16 to thank them. Andy will deliver on SROA's behalf.

Trisha still needs to scan in documents for data files.

Board discussed the 2024 Annual meeting in regards to pre/organizing, board member recruiting. It was reiterated that Nancy Spears agreed to spearhead a Voting Procedures committee. Mary Zell, has offered to be the paid bookkeeper for SROA, discussion tabled for later.

Financial Reports: Mary read the financial reports through January 2024. Questions on the dues not showing and the cost of the snow plowing for Cape Labelle. Motion to approve the financial reports with amendments with this information is added was given, seconded, and approved, motion carried. (Carol-Treasurer did send a separate AV sheet showing the dues and that she had not been billed for the Cape Labelle snow plowing)

Tina also reported Okanogan County has raised the cost of installing or releasing liens has gone up to \$305.50 each. These amounts will be passed along to any owner who has a lien applied or removed from their property.

In regards to replacing Carol as Treasurer: Mary reiterated that the Treasurer and Bookkeeper should not be the same person. She is the current bookkeeper for 3 organizations and is willing to do ours as a non-board paid bookkeeper. She would report to the treasurer who will oversee her work. Bookkeeper should not handle deposits (separation of duties), but can write checks.

Mary has agreed to work with Tina and Trisha to draft the Job description and “fail-proof” procedures. Because this is a paid position, it will need to be posted for applicants. Andy moved to have draft of job description and procedure for next meeting. Motion was seconded and approved, motion carried.

It was also noted that we already have a CPA who Carol is working with, and need a progress report from Carol next meeting.

Lyman Lake Report: Mary brought up that Okanogan Plowing charged us double what we expected, so we had to cancel our contract with them. Rielan will do all Cape Labelle, Lyman Lake and the HQ as needed

Also that on Wanona near Chopaka, there is a new owner that will be moving in permanently and the road needs fixed, graded and graveled.

Spring Jobs: Stehekin Rd still needs a culvert and gravel, and the potholes graded. She suggests that when someone volunteers to use their own equipment to assist, that they are compensated for the use and fuel.

Bob Mills, added that gravel is just a Band-Aid and that we need to allocate funds not used in snow plowing, to grade the roads. Even renting a grader and having someone qualified to run it – is cheaper than just keeping adding gravel.

Andy asked Mary to get bids from Glen and Rielan on grading the roads and will add it to next meeting agenda.

Cape Labelle:

Todd indicated that there was only a little grading needed on upper Main Rd and then Squirrel Rd to Cape Labelle and maybe some gravel in a couple areas. But mostly the roads are in good shape and the snow plowing went well.

Shower House & Gate Updates: We still having a lot of vandalism at the shower house, but it seems to be mostly one person. They keep cutting the fence to get in and we have been able to catch some of their actions on video. Evidence has been given to the Sherriff and they said to let them know next time they show up and they will come out to investigate. We are building a case against them for all the damage. For now the addition of T-Posts every few feet may help with the fence getting cut, because they won't be able to pull the posts to get in even if they do cut the fence. Tina let Todd know that he can pick them up at North 40 – SROA has an account there. We can also withhold the new key and then they won't have access to the showers. We are putting up another pole and camera facing the fence too. Todd also suggested that we notify owners and set the keys to not activate the doors from 10pm-6am, this should cut down on someone staying the night in the bathroom.

Discussion ensued on the new keys. We need a locksmith to come cut into the doors to install the locks. Tina will call and get a date this can be done and then we will announce that the new keys will be effective following and both doors will be done at the same time. Return your current key for free key card, new key card or replacement will be \$10. We will schedule a couple times for exchanges and pick up, other than that – the owners will need to contact us to set a time up for the exchange. Tina will also contact our insurance agent on covering the new locks.

There is also a leak in the spigot that needs fixed, Todd mentioned the electrical lines and we need to make sure to call 811 prior to anyone digging around the area. We will need to turn off the water for 3-4 days and let it dry out so repairs can be done. Right now that may cause freezing, so may need to wait for a warm spell to repair. Owners will need to be notified that the water will be down; signs posted and put on website and Facebook. Tina is to spearhead and contact the plumbers.

Part-time Maintenance: Andy review the situation and that the board agreed we need two people we can call. Bob brought up the liability for a 1099 contract labor and who would be held liable if something happened from their repair work. And that we might want to consider someone who is licensed and bonded even if it cost more. Tina will ask our insurance agent what our liability is or if it changes having a 1099 person handling repairs Motion to post positions was made, 2nd and approved; motion carried. Trisha will post on website and send copies of Andy's Job Description to board members to post also.

Perimeter Fence Report: Joel reported that upper Cape Labelle there is about 75' of fencing down. Andy and Todd will work with Joel to repair that fence. Joel thinks this is the fence that the cattle are crossing to have access to the common area.

Natural Resources/Stewardship: Cattle Leases

Carl has signed the contract and paid the lease

Carol will get contract and pay lease

Jana: Andy is in contact with the family. They have not paid the lease for 2024 that was due January 5th. Andy asked for an extension in getting it paid as Jana indicated that they would like to run the cattle in the Cape Labelle area this year. Tina does not

want to extend the time for payment and wants the lease to be over for non-payment. She is against having cows on the Cape Labelle area. The three other board members are in favor of extending the payment date and allowing for the last year of the cattle lease. Andy will contact Jana to get her final decision and keep the board apprised.

Addressing Homeowner Concerns – Public Relations, record-keeping and accountability.

Tina brought up the dead animal on one of the lots, that has been there for months
Trisha brought up the issues with the pigs. Todd says that he has talked to the lot owner and they are not willing to move the pigs off the property line.
Andy will get in contact with the person he knows at the Health Department to see what recourse we have in both the dead animal and pigs situation. Since both are against the county health codes. He will let the board know what he finds out.

Cattleman’s Board/Building/Home site approvals: No documents requested for approval.

Items to add to next meeting agenda

- Annual Meeting Committee
- Bookkeeping Position
- CPA Progress Report
- Road Grading/Gravel Decisions

Next meeting plan: March 9, 2024 at 9:30am

Meeting adjourned 11:40am

President _____
Vice President _____
Vice President _____
Treasurer _____
Secretary _____