

# DECEPTION PARK VIEW ASSOCIATION

4997 Deception Circle, Oak Harbor, WA 98277 - Deceptionparkview@gmail.com - 360-322-4460

## April 25, 2024 Minutes

### 1. Call to Order– 6:22pm Lisa Aydelotte, Incoming President

Attendance:, President Lisa Aydelotte, Vice President, Hillary Lytle, Media Manager, Josh Blee, Water Manager; Greg Martin, Treasurer, Emma Donohew, Secretary.

### 2. Review and Approve Previous Minutes

a. Meeting minutes of February 24, 2024: Josh motions to approve. Lisa seconded. Approved.

### 3. Financial Report – Greg Martin, Treasurer

#### a. Current Financial Status (As of April 25th, 2024)

-Community \$21,477.17

-Water \$33,550.04

-CIP \$221,961.23

Greg was able to update the Heritage account management to remove Mark and to add Treasurer (himself) and change the password. There was discussion about a bill from Absolute Pest Control for the Pump House. The current bill is increasing from \$110 to \$160. Since we have maintained the well house and no longer have pest intrusion there was a conversation if it was still necessary. Josh motions to end the contract with Absolute Pest Control. Lisa seconds. Approved.

#### a. Pre Construction Loan & Financial Audit update

Currently no update via Josh. Nothing can be done until the IRS exemption files come through. Currently we are waiting for a Letter from the IRS that acknowledges us as a tax exemption organization. They will refund the user fee of \$50 in 4-6 weeks.

Greg contacted Kristin Worley again about performing an audit, but no response. He followed back up and will give a deadline for contact back otherwise will find another auditor. NW Book keeping was contacted again to see if they were interested in financial audit, but they responded they don't have staff for that. Tried to contact a few other places but no word back yet on finding a book keeper/ financial.

#### b. Billing Update

Pacific Power Group Charged our account for work on the generator that was not approved or done. Greg was working on getting a refund on that. The Board appreciates his work on this.

### 4. Water Management – Josh Blee, Water Manager

**a. Water Project Update**

Josh sent financial update information to WWS.

**b. Pump House Project**

No updates. Reach out to chandler and get a bid.

**5. Community – Hillary Lytle, Media Manager**

**a. Facebook Status**

No major updates, try to respond as we can. There is good use by neighbors in sharing information/goods.

**6. Admin - Emma Donohew, Secretary**

**a. New resident report**

There are 2 new residents in the neighborhood, documents have been shared, and contact was attempted.

**b. Webpage status**

Emma with Josh's help updated the website to streamline document access, update height variance information and ensure contact information is up to date.

**7. Old Business – Lisa Aydelotte – President**

**8. New Business – Lisa Aydelotte – President**

**a. Community Watch**

Discussion about what would that look like to help connect neighbors to reduce crime and ensure the neighborhood is looked out for. Will revisit conversation.

**b. Neighborhood Playground**

The DPV Board revisited the conversation about installing playground in community park, will check on insurance and other liabilities and report back what we find.

**c. Tree Removal**

Resident on Cranberry Dr. requested to have four trees removed that are starting to interfere with my septic drain field. Resident was informed via Secretary that via community bylaws trees less than 15 inches in diameter or alders, don't need permission. Trees requested are smaller than that. Approved, secretary will inform resident.

**d. Board Positions**

What are the board positions that we need? Is there still a need for a water manager? Since WWS is our official water manager, having a board position is confusing. Josh proposes that we streamline the board positions: President, Vice President, Secretary and Treasurer and one at large position if needed.

Need to amend By-laws to read that there can be up to 6 board members.

Question about whether By-laws need them notarized before the board meeting in June? Josh will find out.

**e. By Laws Update**

-Article 11 needs to be updated as it has due increase and water fees.

-Article 5 section 2 - Update to include 4 board member positions. We can also add additional members if we

want to.

-Article 7 section 4 : Checks shall be signed by one person and another person. Shall be signed by the treasurer and one other officer if amount exceeds \$2500 including electronic payment.

-Any amounts exceeding \$2500 should have approval from one other board position.

-WWS – allow for WHIDBEY WATER SERVICE to authorize payments on our behalf up to \$1000

-2 Debit Cards held by DPV board members

-Payments under \$500 do not need additional board approval.

#### **f. Interest Bearing Accounts**

There was a board discussion about transferring some of our funds to Interest Bearing Account (IBA) that have good interest rates, 5% in some cases. Look into putting some of our CIP money into IBA to accrue interest on our money for future needs. Look into 6 month rates? Heritage Bank has its own IBA & Certificate of Deposit (50,000+ flex term CDs 3-5 months 4.85%). Greg & Josh can look into the account and work to set up an account. Lisa motions to open up an Interest Bearing Account with the amount of \$200,000 from the CIP account for a 6 month term. Deposit back in the account with interest (check back in in December). Hillary seconds. Approved.

#### **9. Set Next Board Meeting Date/Time – Lisa Aydelotte – President**

a. Annual Meeting - June 30<sup>th</sup> @6:00pm

DPV Board to send out letter and ballot. Board will provide food. All residents welcome. Greg has offered to get the food for the event. Greg and Hilary will make the Facebook event. Emma will draft letter & ballot and check for the community sign to put at entrance. - *Initially proposed June 14<sup>th</sup>; Info not sent out on time. Changed to June 30<sup>th</sup>*

#### **10. Adjourn 8:00pm – Lisa Aydelotte, President**