



**Shelter Bay Community, Inc.**  
**Special Meeting of the Board of Directors**  
Wednesday, March 3, 2010 at 3:30 p.m., in the Shelter Bay Clubhouse

**AGENDA**

Directors: Steff Steinhorst, President; Larry Kibbee, Vice-President; Judi Slajer, Secretary; Art Young, Treasurer; Rod Falor; Dottie Monroe; Don Moore; Mike Morrell and Hermann Wolz

Manager: Judy Grosvenor

Executive Secretary: Debbie Byrd

To better inform community members, Agendas and Attachments from Regular and Special Board Meetings will be in the Minute Book by the Monday following the meeting. Draft minutes for a board meeting will be added to the Minute Book within 14 days of the meeting, and the minutes will then be approved at the next month's Board meeting and added to the Minute Book. All regular and special meetings are open to community members.

1. Roll Call/Quorum
2. Adopt/Revise Agenda
3. Acknowledge Budget Work Session Meeting Notes of 2/24/10 1
4. Public Comments (3 minute limit/person)
5. Business
  - a. Member Petition for Amendment to the Protective Covenants, Article IV, Section 5, Trees, Shrubbery and Planting 2
    - i. Discuss Possibility of Both Amendments to this Section Passing – what happens; how do we implement both changes simultaneously?
    - ii. Discuss Possibility of Board Withdrawing Lot Committee Amendment – if it is REASONABLE – would avoid the scenario above
    - iii. Discuss Rebuttal Statement
  - b. Authorizations for Award 3
    - i. Clubhouse Bathroom Renovation
    - ii. Installation of Power Pedestals at RV Storage Lot
6. Adjournment



**SHELTER BAY COMMUNITY, INC.**  
**Board of Directors Work Session**  
**FY 2010-2011 Operating and Capital Budgets**  
**Wednesday, February 24, 2010 at 3:00 p.m. at the Shelter Bay Clubhouse**

**MEETING NOTES**

Directors Present: President Steff Steinhorst, Vice President Larry Kibbee, Secretary Judi Slajer, Treasurer Art Young, Dottie Monroe, Mike Morrell and Hermann Wolz

Directors Absent: Rod Falor and Don Moore

Committee Members Present: Social and Recreation Committee Chair Claudia Young, Greenbelt Committee Chair and Lot Committee Vice-Chair Jack Withrow, Greenbelt and Lot Committee Member Cheryl Westlake

Staff Present: Manager Judy Grosvenor and Executive Secretary Debbie Byrd

Steff Steinhorst called a Work Session of the Shelter Bay Board of Directors to review the FY 2010-2011 Operation and Capital budgets to order at 3:00 p.m.

Manager Judy Grosvenor provided an overview of the budget she has prepared for the Board's review and approval. The proposed budget includes funding for most of the Committees' budget requests and the work of the Finance Committee which assisted in fine tuning some line items. As proposed, the budget is in line with the Board's direction for a status-quo budget with no increases in member dues assessments. Manager Grosvenor highlighted the following:

- Total Operating Budget is \$2,189,790 – 0% increase in the Assessment – \$702/year – \$58.50/month
- Total Capital Budget is \$308,880 – 0% increase in the Assessment – \$330/year – \$27.50/month
- 0% increase in fees (storage lot, clubhouse, rec tags, etc.)
- 0% increase in water and sewer rates – these utility funds are self-sustaining – it is unknown at this time if the water usage rate will need to be increased as a pass-through of any rate increase from the Town of La Conner
- Wage Freeze on Employee Compensation
- Payroll expense up by 1.4% for an anticipated increase in health insurance premiums

The Board reviewed the Budget Requests for Safety, Lot, Greenbelt and Social and Recreation Committees. The Board, Manager and Committee representatives made some line item adjustments and the Board concurred with the Finance Committee's elimination of a Lot Committee request of \$15,000 for a van. Highlights from the Committee budgets include:

- Safety Committee – Funding for Community Safety Events and Firewise
- Lot Committee – Additional electrical services and a clean-up of the Storage Lot
- Greenbelt Committee – View restoration maintenance work on Skagit Ridge, emergency access off of Pull and Be Damned, landscaping and fire fuels reduction
- Social and Recreation Committee – Funding for events throughout the year as well a contribution to the Shelter Bay Chorus

The Board will hold another Budget Work Session on March 3, 2010 at 4:00 p.m.

Work session adjourned at 4:45 p.m.

## Declaration of Protective Covenants Article IV, Section 5

### Lot Committee Proposed Amendment Language

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5. **Trees, Shrubbery and Planting.** No tree, shrub or hedge, in excess of 6 feet in height shall be placed or planted on any of said property without the written permission of the committee responsible. No tree, shrub or hedge shall be allowed to grow in such a manner that it becomes a nuisance, endangers or unreasonably depreciates the value or enjoyment of neighboring properties. No ~~native-trees~~ with a trunk in excess of 6 inches in diameter, at 5 feet above ground level, will be removed or pruned, without the written permission of the committee responsible. ~~A native tree is considered to be any longstanding tree not placed nor planted.~~
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### Petitioners' Proposed Amendment Language

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5. **Trees, Shrubbery and Planting.** No tree, shrub or hedge, in excess of 6 feet in height shall be placed or planted on any of said property without the written permission of the committee responsible. No tree, shrub or hedge shall be allowed to grow in such a manner that it becomes a nuisance (for example, habitat for rodents, infestation by insects, weed contamination, spreading roots or brambles, overhanging branches), endangers or unreasonably depreciates the value or enjoyment of neighboring properties. ~~No native-trees~~ Any tree with a trunk in excess of 6 inches in diameter, at 5 feet above ground level, ~~will~~ shall not be removed or pruned, without the written permission of the committee responsible. ~~A native tree is considered to be any longstanding tree not placed nor planted.~~ An owner may request permission from the responsible committee for the removal or pruning of any tree, shrub or hedge on his/her own lot, a greenbelt, or a neighboring lot in order to restore or create a view.
- a. View restoration is based on reestablishing the view that the current owner had at the time the lot was purchased.
- b. View creation is based on generating a view that was not present when the current owner purchased the lot. If the tree removal or pruning is on a neighboring lot, the owner of that lot must agree with the request as a condition of the approval of the view creation by the committee responsible.
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**SHELTER BAY COMMUNITY, INC.**  
**REQUEST FOR AUTHORIZATION FOR EXPENDITURES**  
**March 3, 2010**

**CLUBHOUSE BATHROOM RENOVATION**

**Jessie James Construction LLC**

**(not to exceed \$47,508)**

This authorization request is to continue with the contract with Jessie James Construction LLC for the renovation of the clubhouse bathrooms. The contractor will act as general contractor over subcontractors for electrical and plumbing tasks.

Shelter Bay will directly supervise the volunteer crew, so as to remove the volunteers from the contractor's liability. The work by the contractor will be billed on a time and materials basis. Contract value for this work is not to exceed \$47,508.

Capital Budget – Available Funds

FY 07-08:	\$ 22,508.16
FY 09-10:	<u>\$ 25,000.00</u>
Total:	\$ 47,508.16

**INSTALLATION OF POWER PEDESTALS AT RV STORAGE LOT**

**All American Electric (\$7,238)**

The scope of this work is to install a commercial 200 amp remote meter and panel with 8 double GFI RV receptacles at the storage lot. The contractor will locate the 200 amp panel down to the far north end of the RV panels and include a longer main feeder and direct burial on the back side of the RV spaces; this is to allow for ease of future electrical power pedestal installations.

The Lot Committee has coordinated with the contractor on work scope and the bid. The award amount of \$7,238 includes 5% contingency. A bid was also requested from another qualified contractor, but the proposed cost was 63% higher than this bid.

Capital Budget – Available Funds

FY 09-10:	\$ 8,000.00
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