



## CMCC BOARD MEETING MINUTES

December 16, 2023

**Present:** Mark Jacobsen-President, Kathy Lawrenson-Vice President, Scott Jackson-Treasurer, Kay Birkett-Secretary, Bob Connolly-Water Manager, Micheal Skredsvig-Road Manager and Paula Berg-Community Coordinator. All board members were present, and Mark called the meeting to order at 10:05 AM.

**Secretary's Report:** Kay presented the draft minutes of the October 2023 board meeting which needed several corrections. They were re-submitted with the corrections for board approval at this meeting. Scott moved the submitted draft be approved as read and Micheal seconded. Kay submitted a draft of the November 25<sup>th</sup> 2023 board meeting minutes. There were several changes to the draft and Scott moved the minutes be approved as changed. Paula seconded and the minutes were approved.

**Treasurer's Report:** Scott gave his report.

### Account Balances:

**Banner Bank Checking Account:** \$103,307.17

**To Deposit:**

**Banner Bank USDA RD Loan Account:** \$43,699.00

**To Transfer from Checking:**

**Accounts Payable:** \$17.46 with 1 lot owing, and an overpayment of \$129.32 by 4 lot owners.

Scott received the bill for our insurance for this year. There was a discussion regarding the insurance amounts we need. We will adjust the amounts to include the new PRV, possible acts of terrorism, possible employee theft and an adjustment for the completed construction project on our water system. He will get an updated amount to present to the board. We will also talk about the possibility of having an interest-bearing account and perhaps applying under a different state non-profit category. We will discuss this at a later date.

**Water Report:** Bob gave his report. The lid was installed on the new PRV vault. This PRV is not online yet. Scott picked up the donated fire hydrant which needs conversion before it is compatible with our system. It will not be installed until the spring. Bob and Scott, along with community volunteers, are going forward with installation of radio-read meters. Scott installed one additional new meter and has made improvements as the team moves along. We need only two groups of meter-readers for the January reading which will be on January 6 and 7, 2024.

**Road Report:** Micheal gave his report. The side roads were mowed. The ditches along Shultz have not been cleared of debris and as a result water is not flowing. This continues to be a problem which should be discussed at the next annual meeting. Potholes are developing on some of the side roads and there was a discussion about the best way to fix them when the weather warms up.

**Community Coordinator:** Paula gave her report. She sent out community information regarding the installation of the new PRV, mowing on side roads, and a reminder to lot owners to remove debris that is clogging their drainage ditches. She is monitoring our website and making any necessary changes as new regulations come into effect regarding use of public information platforms. We are still waiting for an update from the broadband Skagit Port committee.

**Ongoing and New Business:** Last month the CMCC board requested information from a shareholder regarding the paving on Park Place. We have had no response from the shareholder to the request, and he has not asked for a time extension for providing the information. Last month we discussed hiring our lawyer to give the board legal advice and possibly write a letter to the shareholder requesting the information again regarding his contractor's specifications for paving. Micheal and Scott said they would be willing to meet with the lawyer and Scott would provide supporting documents. Micheal will call the county to see what their policy is on clearing debris from the ditches along Colony Mountain Drive. Currently, there is much debris from the dead trees that have fallen across the road, and it is clogging the ditches. Micheal suggests that our CMCC CR&As need to reflect the rules and regulations stated by Skagit County. We will make sure that all the shareholders are aware of what their responsibilities are, and to change our CR&As accordingly. CMCC will continue to inform shareholders through all electronic means of communication, making sure that all documents are public, and shareholders are informed. The meter reading and flushing is scheduled for January 6 and 7, 2024. The next meeting will be January 27<sup>th</sup> at Kathy's house. The meeting was adjourned at 11:25 AM.

Kay Birkett, CMCC Board Secretary

Board Approved on January 27, 2024