



BOARD MEETING MINUTES

May 14, 2025

6:00PM at the home of George & Becky Karschney, 173 Blue Mountain Rd.

I. Call to Order

Mark called the meeting to order at 6:01 PM

II. Roll call of Officers

All were in attendance;
Mark Siegel
Curt DeClue
Jan Karlberg
George Karschney
Jim Owen
Rob Berrett

III. Acknowledgement of Visitors

Eric & Deanna Emery
Susan Gardinor and Jeff Austin
Phil Karlberg
Sarah Berrett
Brent Barnes
Kevin & Marie Caldwell

IV. Board Acceptance of Agenda

The Agenda was accepted without changes.

V. HOA Member Forum

There were no members scheduled to present at the meeting.

VI. For the record approval of the Minutes from the March 12, 2025 Board Meeting

George moved to accept, Curt seconded and it was approved by all.

VII. Reports

- A. Treasurer**
- B. Facilities/Grounds**

C. Committee Reports

- 1. Architectural Control**
- 2. Social & Welcoming**
- 3. Gate Maintenance**
- 4. RV Lot**
- 5. Tree Management**
- 6. CHHA Neighborhood Ready**
- 7. DNR firebreak and Pre-Commercial Thinning.**

Ramona reports that they are currently taking bids on the project and expect to do the work this July.

The Neighbors whose property borders the proposed North firebreak have been alerted that contractors are walking these areas.

George added a concern about the work happening in July due to how dry it may be. He suggested that it would certainly be ok to push it to the fall if necessary.

George moved to accept the reports; it was seconded by Rob and approved by all.

VIII. Old Business

A. Update regarding changes and revisions to the Rules and Regulations.

During the 30-day community comment period the Board received comments from three Lot Owners. Changes were made based on Lot Owners' comments, and the Rules and Regulations are now ready for final review and adoption.

Rob motioned to adopt the new Rules & Regulations. It was seconded by Curt and approved by all.

B. Discussion of updates to the CC&R's and Bylaws

Mark said that the Board would now begin working on the updates and clarifications. He then pointed out that there are no significant changes anticipated at this time.

C. Letter to the Camano Hills Water Co. regarding emergency notification procedures.

Curt presented a letter that he wrote to the Water Company. It was signed by the President and he will send it to them.

IX. New Business

A. Community Contact

Jeff Austin had previously suggested to the Board that they should consider an alternate email system for neighborhood notifications and contact.

He was not at the meeting to present this idea but when asked about it he was helpful in answering some questions that the Board had.

The Board will look into the pros and cons of making any changes to the current system.

**B. CHHA Neighborhood Ready 2025 Request for Funding
(See attachment)**

George made a motion to fund 2025 Neighborhood Ready in the amount of \$1,200.00; it was seconded by Jim and approved by all.

**C. Special Meeting Notification and Minutes.
(See attachment)**

Two Board members are planning to visit the property to check up on the progress.

D. Road Report

George presented a report about the upcoming paving project and it is attached with the other reports.

X. Other Business

Curt presented a letter to the owners of the home on Glacier Peak that had the fire asking for the timing on the repairs.
The President signed it and will send it to them.

XI. The next Board Meeting is on July 16, 2025

The meeting will be held at the Pavilion at 6:00 PM.

XII. Adjournment of Meeting and to Executive Session (if necessary)

The meeting was adjourned at 6:52 PM.

Jim Owen then asked to enter into Executive Session and the visitors departed.
There was no business conducted necessitating Board action.



CAMANO PREPAREDNESS GROUP

P.O. Box 1325

Stanwood, WA 98292

www.camanopreparednessgroup.org

Camano Hills - Neighborhood Ready - 2025 Funding Needs

Implementation support (should be a one time expense)

1. Administrative - Residents Packet folder, page protectors, dividers, color printing, etc. 220.00

2. Personal Protective Equip. (helmets, safety vests, safety glasses) for leads/back-ups (partially supplied by CIF&R)
\$20 X 5 people = \$110.00

3. Trauma Kits - Tourniquet, Quick clot, Compression Bandage \$60.00 X 5 areas = \$330.00

4. GMRS Radios License - \$35.00 X 10 = \$350.00 for leads / back-ups
(10 year license)

5. Picnic / Exercise - annual practice event at \$66.00
Burgers + pot luck + BYOB

Total 2025

\$1076.00

Minutes from Special Meeting concerning the property at 266 Jim Creek Road

April 7, 2025 @ 6:30 PM

Board Members present, Curt DeClue, Jan Karlberg, George Karschney and Rob Berrett

Attached is the **Notice of Special Meeting**

The Board members discussed the complaints regarding the above mentioned property and the previous attempts to get the homeowner to comply with the CC&R's regarding the above mentioned property.

It was decided to send a certified letter regarding the violations cited and also attempt to hand deliver a copy as well.

"The Board reviewed and approved a formal "Notice of Violations" document to be delivered to the property owner, which specifies the various violations of the HOA's R&Rs and CCRs."

The property owner was given a 30 day period to remedy the situation.

The meeting ended at 7:30 PM.

The letter was hand delivered on April 11, 2025 and the certified copy was sent the same day.

Notice of Special Meeting

Camano Hills Homeowners Association Board of Trustees April 7, 2025

The undersigned members of the Camano Hills Homeowners Association Board of Trustees hereby call a Special Meeting of the Board to be held on Monday, April 7, 2025, at 6:30 p.m. at 287 Jim Creek Road.

The purpose of this Special Meeting is as follows:

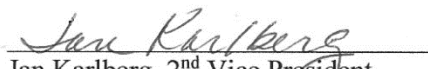
- to determine whether the owner of Lot 6, Division II, of the Camano Hills subdivision (266 Jim Creek Road) is in violation of any of the Rules and Regulations and/or the Covenants, Conditions and Restrictions in force in the subdivision; and,
- if the Board determines that the owner is in violation of any such Rules and Regulations and/or Covenants, Conditions and Restrictions, to decide upon the enforcement actions to be taken by the Board.

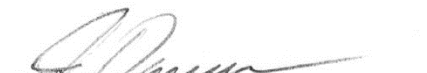
This meeting is called under the authority of Section 4.8 of the By-Laws of the Homeowners Association which permits a Special Meeting to be called by one-third of all Trustees. The undersigned also waive any notice which might otherwise be required for this meeting under Section 4.8 or 4.9 of the By-Laws. All signatures dated April 7, 2025, except as noted for President Mark Siegel

TRUSTEES:


Curtis DeClue, Vice-President

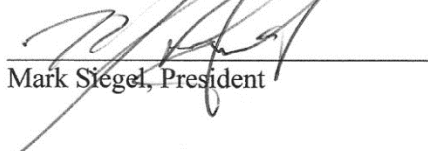

George Karschney, Treasurer


Jan Karlberg, 2nd Vice President


Jim Owen, Member


Robert Barrett, Secretary

Due to travel commitments, I was unable to attend this Special Meeting. I waive any notification requirements for this meeting, and I assent to all decisions and actions taken at this meeting.


Mark Siegel, President

Date:

4/7/25



Treasurer's Report
May 10, 2025

All Owners are current with Annual Assessment payments as well as RV Lot Rental payments as applicable. For those Owners electing to split payments, the balance of Annual Assessments and/or RV Lot Rental are due by June 30, 2025. Reminder notices will not be sent.

The summary Financial Report depicting the 2025 Budget and Expenses through April 2025 is attached for Owner information and review. Total assets as of April 30, 2025 was \$381,780. Which includes \$368,311 cash on hand and \$13,469 in receivables (balance of Annual Assessments and RV Lot Rental) due June 30, 2025. Of the total \$381,509, \$323,509 is designated Reserves, leaving a balance of \$58,271 remaining for expenses and the Reserves contribution for 2025.

The Association continues to be on target to meet the Reserves needs for scheduled road repaving projects and other Reserves needs that might arise.

George Karschney and Kevin Caldwell continue to work developing procedures and guidelines for the Treasurer. This is in keeping with the recommendations of the 2024 Audit Committee and the procedures and guidelines, upon implementation, will help insure consistency and accountability for current and future Treasurers. A copy of the 2025 Audit results is attached.



Grounds and Maintenance Report

May, 2025

Several neighbors joined a work party to give the Pavilion a Spring Face Lift just prior to the Spring Social. Those neighbors are: Claude Jaynes, Mike Young, Bill Swander, Susan Owen, Kevin Caldwell, Doug and Terry McClintic, Margaret Dowling, Jim Thompson, Curt DeClue, Anne Samenfink, and Phil and Jan Karlberg.

We pressure washed all rock walls inside and out along with the floor, the wood stacks were revamped and the piles of wood and both sides were either cut and stacked or tossed into the woods to become organic living space for small creatures. Weeds were pulled all around the Pavilion and out along the garden area along Glacier Peak and the Island as well as along the west side of the parking lot.

And, a new trash can lid replaced the old rusted one.

Spraying of weeds is ongoing along lower Glacier Peak Drive, Jim Creek Road, both hiking trails, and the fields.

Mario's Landscaping has resumed mowing the Pavilion field every week and the smaller three fields every other week. They will be asked to weed eat the lower Glacier Peak ditches soon and mow some other spaces that aren't on their weekly list.

Future projects being considered are:

Updating the Camano Hills entrance.

Cleaning the Pavilion roof.

Spreading chips on the trails where needed most.

Filing the bog on the short hiking trail.



Architectural Control Committee Report
January – April 2025

January:

George Karschney agreed to serve as chairman of the Architectural Control Committee, for calendar year 2025, as provided for in Section 1, Article VI of the Camano Hills Homeowners Association CC & R's.

Division I, Lot 18
Reroof Approval

Division I, Lot 4
Fenced Enclosure Approval

March:

Lot I/7
Reroof Approval

Lot 1/34
Reroof Approval

April: Emergency Access Road
Dangerous Tree Removal



Social & Welcoming Report

May 10, 2025

Welcome new residents

John Rutter & Cathy Nelson
23 Whitehorse Court

Spring Social... It's a wrap!

We enjoyed a relaxing evening at the Pavilion celebrating the arrival of Spring on Saturday April 26th.

It was a great evening to gather! Our neighborhood spring social was a wonderful reminder of just how special our community really is. The evening temperature was doable, the fire was roaring and the conversations were flowing. It was heartwarming to see so many familiar faces—and meet a few new ones, too!

To everyone who came out: thank you for making the event so enjoyable. It was a great opportunity to get to know one another a little better, catch up after the winter months, and build the kind of neighborhood spirit that makes this place feel like home.

And to those who couldn't make it—you were missed! We hope this little recap gives you a sense of how fun these gatherings are, and we hope to see you at the next gathering.

Speaking of the next gathering, mark your calendar for:

Friday June 6 – TGIF

4th of July Social. (More details will be shared in June.)

Here's to more sunny days, friendly chats, and moments of community connection. Until next time!

The Social Committee

Sarah Berrett, Marie Caldwell, Susan Owen & Deb Wade



Gate Maintenance Report

May 1, 2025

Gate Maintenance

Gate has been operating properly. Preventative maintenance will be performed in August.

After Hours Access by Island County Sheriff

In the event Owners have an emergency necessitating response by Island County Sheriff after normal gate open hours, officers do have the emergency access code on their computers. However, it is strongly recommended that when requesting response that Owners advise the 911 operator of their access code to insure immediate access. As a reminder, the access code begins by pressing # symbol and then the four digits assigned to the Owner.

After Hours Access by Camano Island Fire and Rescue

At this time, follow the same procedure as Sheriff access provided above. Although the Fire Department has recorded the emergency access code, it is best to provide your own code to the 911 operator when calling for after hours (9PM to 5AM) access.

Gate Openers

Gate openers are no longer available through the HOA. Owners who wish to purchase a gate opener may go online and order one or more from various vendors (e.g., Amazon). Simply purchase a "Linear MCT-11" garage door opener.

When you receive the new opener, you may program it yourself if you have an opener. If you need the new opener programmed, please contact Rich Huyler who will help with programming.

Gate Keepers

Current Gate keepers are Khaled Al-Shafie, Rich Huyler, and George Karschney.



RV Lot Report

May 14, 2025

We were able to make room for an addition hindered space and have rented that space.

The RV Lot currently has 35 rentable spaces. Thirty-One of them rent for \$120 per year and the other four spaces are accessibility hindered rent for \$60 per year.

Currently we have 29 regular fee spaces rented and 4 hindered access spaces rented.

The RV Lot currently has two spaces available.

If you have any questions please email or phone me.

robertkberrett@gmail.com

408-529-0693

Rob Berrett

RV Lot Manager



Tree Management Committee Report To The Board May 14, 2025

- Tree projects in CHHA forests and update on TMC's involvement in the projects:
 - A. Tract A Division 1, Stand 1.
Pre-commercial thinning of 35 acres and shaded fire break development along periphery of property. TMC has a copy of the latest Bud Westcott email stating that DNC will develop the contract and do the bidding process this spring, and begin the work in Tract A in July.
 - B. Selective cutting of dangerous trees on both sides of the emergency access easement.
The ACC and TMC continued cutting dangerous trees along the emergency access easement this spring and have now cut a total of 100 trees and arranged for the distribution of the firewood. Additional trees to be cut have been requested through the ACC.
 - C. Noxious vegetation identification and eradication.
Members of the TMC recorded the location and size of English Holly, English Ivy, and Himalayan Blackberry on April 13th alongside of lower Glacier Peak Drive and Jim Creek Road. The infestation is significant and will require planned, intentional, sustained effort to eradicate these species growing in our forest. A TMC planning meeting for noxious vegetation removal is scheduled for May 22nd at 10:30 AM.
- TMC budget continued to provided logging supplies and tools that were used for tree removal along the emergency access easement and for the Chainsaw-Team's activities in the future.
- Next TMC meeting date and time: May 22, 2025 @ 10:30 AM, Karlberg's house.

Submitted by Phil Karlberg for TMC members: Margaret Dowling, Khaled Al-Shafie, Eric Emery, Phil Karlberg, George Karschney



CHHA Neighborhood Ready Report

Overall Progress: Overall implementation is still on track, although some items are lagging. Detailed recent accomplishments are listed below.

Things that are lagging:

1. Survey returns are at ~50%, with a goal at 70 to 80%. As we hand out the Residents packets in late May / early June we hope to close the gap on this item.
2. The Area 4 (Jacks Pass & White Horse) Lead and Back -up Lead have not been identified. We have talked to 4 folks, but for various reasons they have all declined.

The following activities have taken place .

1. All Area 1,2,3,5 Leads and Back-up Leads have been established.
2. All members of the Development Team that are tasked to develop guidelines for our community have been established.
3. GMRS radio testing has occurred, providing a good solution for communication within Camano Hills.
4. The Residents packets are 80% complete and assembled to that point. The plan is to have them ready to distribute by the end of May. Items outstanding are the aerial photos of each home with the location of propane tanks and water meter turn off valves identified. The other item in work is the community guidelines for safety, security, medical, communications and "what to do after a disaster" . These are in draft form & in the comments / editing phase.
5. A second **Town Hall session** is scheduled at the County Multipurpose Building (Green) on **Sunday 5/25/25 at 2pm till 4pm** . The topics will be "What to do Until Help Arrives" and "The Preparedness State of Mind" . This session is scheduled specifically for Camano Hills, but with the general Island Community invited. The Town Hall is sponsored by the Camano Preparedness Group (CPG).
6. A 2025 Budget request has been submitted for all 2025 planned activities.



Road Report

May 1, 2025

On April 16, 2025, Rob Berrett, and George Karschney met with representatives from Granite Asphalt to discuss the condition of the asphalt roadways within CHHA to determine if crack sealing or other repairs were necessary this year and to address the planned asphalt overlay project on Blue Mountain Road later this year.

According to Granite Asphalt Representatives, no crack sealing or other roadway repairs are necessary this year.

They agreed with the paving schedule for Whitehorse Court, Jacks Pass Court, and the Pavilion parking lot to be accomplished in summer of 2026. At that time, the entrance to the RV Lot will be addressed as well.

Paving Plan for Blue Mountain Road

Preparation: work recommended prior to paving (to be accomplished by HOA).

1. Clean Ditches of debris
2. Scrape any vegetation along road east edges to expose existing paving edge to assure maintaining full width of roadway when asphalt overlay is placed.
3. Scrape any vegetation and/or gravel along west road edges to expose existing paving edge.

Paving: by Granite Asphalt.

1. Day 1 - Road will be accessible to traffic. Road will be swept and existing asphalt will be milled at private property entries to provide a smooth transition from new asphalt overlay.
2. Day 2 – Road will be **CLOSED to All traffic** except emergency vehicles. Granite will place a 2 inch asphalt overlay.

Completion: work to be accomplished by HOA.

1. Centerline striping
2. Crushed rock placement along east road edge to ease transition to ditch.
3. Crushed rock placement or raking of existing crushed rock along west road edge.

Scheduling

Granite Asphalt plans to accomplish this work in latter July or into August. George Karschney will serve as liaison between affected Homeowners and Granite to provide actual work schedule with sufficient time for Homeowners to prepare for the necessary road closure.

Cost

Granite's proposal to accomplish this project is \$123,809, \$2,591 less than approved by the 2025 Budget.



Camano Hills Homeowners Association 2025 Budget and Actuals as of 04/30/2025

2025 Assessment = \$866 x 79 = \$68,414

2025 Reserve Assessment = \$276 x 79 = \$21,804

2024 RV Lot-30 @\$120, 3 @\$60 = \$3,780

Income from Assessments and RV Lot - \$93,988

	2025 Budget	2025 Actual as of 04/30/25	
<u>Income/Annual Assessment</u>			
- Homeowner Dues	\$68,414	\$58,688	
- Reserve Assessment	\$21,804	\$18,704	
- RV Lot Rental	\$3,780	\$3,222	
- Interest	\$8,500	\$3,991	
- Interest (Other)	\$0		
- Other Income	\$0		
<u>Total Income</u>	\$102,498	\$84,605	
<u>Expense</u>			
Capital Improvements from Reserves	\$126,400		
- Common Area Maintenance			
- Easement Maintenance	\$3,000	\$870	
- Grounds Maintenance	\$12,400	\$1,865	
- Roads Maintenance	\$7,400	\$348	
- Gate Maintenance	\$3,000		
- RV Lot Maintenance	\$400	\$285	

-	Snow Plowing/Sanding	\$16,300	\$6,561	
-	Tree Management	\$10,500	\$904	
-	View Preservation	\$3,000		
-	Total Common Area Maintenance	\$56,000	\$10,833	
-	Administration & Miscellaneous			
-	Accounting	\$150		
-	Bank Charges	\$25		
-	Electric	\$475	\$160	
-	Gate Decorations	\$500	\$72	
-	Insurance	\$2,300	\$2,211	
-	Legal & Professional Fees	\$1,000	\$710	
-	Meetings	\$40		
-	Neighborhood Ready	\$0	\$0	
-	Miscellaneous	\$150		
-	Office Supplies/Postage	\$300	\$18	
-	Special Events & Welcoming	\$650		
-	Taxes-Income	\$4,700	\$4,609	
-	Taxes-Property	\$50	\$39	
-	Total Admin. & Misc.	\$10,340	\$7,819	
-	<u>Total Expense</u>	\$66,340	\$18,652	
-				
-	<u>Reserves Contribution (Income less Expense)</u>	\$36,158	\$0	
-				



March 7, 2025

To: Camano Hills Homeowners Association

From: 2024 CHHA Financial Audit Committee

Subject: Results of 2024 Financial Review

The 2024 Financial Review Committee met on Saturday, March 1, 2025, at the residence of George Karschney, CHHA Treasurer, to conduct a review of Camano Hills Homeowners Association's financial records for the calendar year 2024.

The review was authorized via motion approved by the Association at the Annual Meeting held on December 8, 2024. The approved motion provided for review of the 2024 Financials in place of a professional audit as provided for by Washington State Statute RCW 64.38.045.

Committee members included Lot Owners Kevin Caldwell, John Parker, and Martha Huyler. CHHA Treasurer, George Karschney assisted the Committee by providing the data for review, explaining how deposits and expenses are handled and processed, and answering questions presented by the Committee.

The committee reviewed a sampling of income and expenditures, bank statements, and other pertinent financial data, finding deposits and expense items properly accounted for with no anomalies or errors. Financial reports of the Association were found to be prepared and handled in a business-like manner and bank statements, receipts for reimbursement, and invoices for which payments were made were accounted for and available for review. As a result of the review, the committee recommends creation of financial procedures to address approval processes (to include reimbursements to board members and approval of debit card purchases), documentation of expenses, records retention periods, electronic and physical storage of documents, as well as financial review procedures with guidelines for committee members and scope of review.

The Committee approves the 2024 financial records to be accurate and correct.

Regards,

original signed copy on file
Kevin Caldwell

original signed copy on file
Martha Huyler

original signed copy on file
John Parker