



**Raccoon Point Road Maintenance Association
(RPRMA)
Annual Meeting
September 7, 2013**

RPRMA objectives:

- Provide all users of Raccoon Point Road with control over road usage and how the road will be maintained
- Create a framework where regular maintenance will be performed and funded

Today's Meeting

- Opportunity for dialog
- Review current conditions
- Discuss next's years plans
- Make decisions – keep moving forward

Annual Meeting Structure

- Agenda published in advance
 - Meeting must follow published agenda – unless revised at beginning of meeting
 - Any Other Business (AOB) for new topics
- Quorum (Bylaws III.7)
 - 50% of Members in person or by Proxy (38 required as of today)
 - If unable 50%
 - New meeting announcement – 10 to 60 day notice
 - Need 25% in person or by Proxy
- Chair responsible for:
 - Keep discussion on topic (motion or report)
 - Limit time on discussion to timeframe
 - allow all to speak within meeting
 - Clarify any motion prior to discussion
- Members only for voting – signed RMA
 - Non-members welcome to observe and comment

Agenda

1. Call to Order by association President
2. Determination of a quorum based on Lot owners present in person or by proxy
3. Prior year meeting minutes
4. Reports by officers:
 - a. President – state of the association and review of prior year's work
 - b. Treasurer - budget vs. actual report for prior year
5. Presentation of proposed annual budget by Board
6. New Business
 - a. Notice of Assessment
7. Voting by members for annual budget and road maintenance plan
8. Call for nominations (and self-nominations) for new Board members for each region
 - a. Candidates will be allowed up to 5 minutes each to describe their reason for wanting to be on the Board and their goals while on the Board
9. Voting for Board members by region
10. Any other business for the Association
11. Meeting adjourned

RPRMA Metrics

- 147 Lots total – 138 lots sharing costs
 - Variances (10) per county tax regulations – forestry (100% deferred), senior (60% deferred), SJPT (100% deferred)
 - Region A (44) – first half mile
 - Region B (34) – Hill to RPOA mailboxes
 - Region C (58) – East of RPOA mailboxes
- 2011 Current Assessment by Lot (\$33k budget)
 - Region A (37) - \$129.13 – pays 18% of total budget
 - Region B (34) - \$271.76 – pays 28% of total budget
 - Region C(58) - \$307.24 – pays 54% of total budget

President's Report

- 2013 – What's going well
 - Collections/Payments in a very tough year
 - \$27,776.00 collected for \$30k budget (11 lot's have outstanding amounts)
 - Road in great condition
 - Dustac and road maintenance for the whole road done by July 1
 - Road was mowed
 - New signage added
 - Accounting & Administrative structure working well
 - Board meetings no more than once a quarter
 - Website updated and current
- 2013 - What needs improvement
 - Non-payment lawsuit – some progress
 - Lost money owed by Christensen property because of Chicago Title
 - Christensen loss prompted filing of Notice of Assessment against delinquent lot owners
 - Guidance from members – continue action against delinquent lots
 - No new members (signed RMA's) – need to get more engagement

TREASURERS REPORT

BAALANCE SHEET

	<u>Aug 16, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
Reserve	2,000.00
Islanders Bank Account	<u>2,222.88</u>
Total Checking/Savings	4,222.88
Accounts Receivable	
Accounts Receivable	<u>8,715.08</u>
Total Accounts Receivable	<u>8,715.08</u>
Total Current Assets	<u>12,937.96</u>
TOTAL ASSETS	<u>12,937.96</u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	38,720.13
Net Income	<u>-25,782.17</u>
Total Equity	<u>12,937.96</u>
TOTAL LIABILITIES & EQUITY	<u>12,937.96</u>

Income

Interest Income

<u>Sep - Jul</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
15.99	0.00	15.99	100.0%

Membership Dues

A-R Assessments

336.37	0.00	336.37	100.0%
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2012 - 2013 Assessment

27,776.23	30,000.00	-2,223.77	92.59%
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Finance Charge

268.97	325.00	-56.03	82.76%
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Past Due Assessments

0.00	6,193.53	-6,193.53	0.0%
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Special Assessment

0.00	0.00	0.00	0.0%
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Membership Dues - Other

<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
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Total Membership Dues

28,381.57	36,518.53	-8,136.96	77.72%
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Total Income

28,381.57	36,518.53	-8,136.96	77.72%
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Expense

Administration

Bookkeeping Service

1,890.00	3,000.00	-1,110.00	63.0%
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Insurance

2,292.00	2,150.00	142.00	106.61%
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Legal Expense

531.10	3,000.00	-2,468.90	17.7%
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Office Expense

304.00	412.00	-108.00	73.79%
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Registration

0.00	40.00	-40.00	0.0%
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Taxes

77.61	75.00	2.61	103.48%
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Transfer to Reserves

0.00	3,000.00	-3,000.00	0.0%
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Administration -

Other

<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
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4,790.71	11,265.00	-6,474.29	42.53%
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Ditching

281.63	400.00	-118.37	70.41%
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Dustac

8,431.80	7,900.00	531.80	106.73%
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Grading & Rolling

6,578.93	4,398.00	2,180.93	149.59%
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Materials

4,531.55	2,400.00	2,131.55	188.82%
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Mowing

1,934.99	1,200.00	734.99	161.25%
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Total

Administration

Sign Work

430.34	0.00	430.34	100.0%
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Maintenance

Snow Plow

0.00	800.00	-800.00	0.0%
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Maintenance - Other

<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
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<u>22,189.24</u>	<u>17,098.00</u>	<u>5,091.24</u>	<u>129.78%</u>
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26,979.95	28,363.00	-1,383.05	95.12%
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DELINQUENT ACCOUNTS OVER 2 YEARS

Name	Region	Delinquent Period	Amount	Notice of Assessment
Wallace	A	6 years	\$1,592.22	Yes
Deuel	A	5 Years	\$1,152.42	Yes
Wilson	A	4 Years	\$794.35	Yes
Meerdink	A	2 Years	\$300.75	Yes in foreclosure
Kawalchuk	C	4 Years	\$1,620.50	Yes
Philbrook	C	2 Years	\$664.57	Yes

2013 – 2014 Proposed Budgets

	<u>23K</u>	<u>28K</u>	<u>30K</u>
Income			
Interest Income	25.00	25.00	25.00
Membership Dues			
Accounts Receivable	8,715.00	8,715.00	8,715.00
2012-2013 Assessment	23,000.00	28,000.00	30,000.00
Finance Charge	325.00	325.00	325.00
Total Membership Dues	<u>32,040.00</u>	<u>37,040.00</u>	<u>39,040.00</u>
Total Income	<u>32,065.00</u>	<u>37,065.00</u>	<u>39,065.00</u>
Expense			
Administration			
Bookkeeping Service	3,000.00	3,000.00	3,000.00
Insurance	2,300.00	2,300.00	2,300.00
Legal Expense	500.00	500.00	500.00
Office Expense			
Copies	200.00	200.00	200.00
Mailing	50.00	50.00	50.00
PO Box	46.00	46.00	46.00
Supplies	50.00	50.00	50.00
Web Page	120.00	120.00	120.00
Total Office Expense	466.00	466.00	466.00
Registration	40.00	40.00	40.00
Taxes	80.00	80.00	80.00
Total Administration	<u>6,386.00</u>	<u>6,386.00</u>	<u>6,386.00</u>
Maintenance			
Ditching	1,400.00	1,400.00	1,400.00
Dustac	5,200.00	6,500.00	8,000.00
Grading & Rolling	3,199.00	5,499.00	9,250.00
Materials	1,800.00	3,200.00	2,949.00
Mowing	0.00	0.00	0.00
Snow Plow	800.00	800.00	800.00
Total Maintenance	<u>12,399.00</u>	<u>17,399.00</u>	<u>22,399.00</u>
Total Expense	<u>18,785.00</u>	<u>23,785.00</u>	<u>28,785.00</u>
Income	<u>10,515.00</u>	<u>10,515.00</u>	<u>10,515.00</u>
Projected A/R Loss	<u>10,515.00</u>	<u>10,515.00</u>	<u>10,515.00</u>
Revised Net Income	0.00	0.00	0.00

Assessment by Region	23K	28K	30K
Region A (18%)	4,140.00	5,040.00	5,400.00
Region B (28%)	6,440.00	7,840.00	8,400.00
Region C(54%)	<u>12,420.00</u>	<u>15,120.00</u>	<u>16,200.00</u>
Total	<u>23,000.00</u>	<u>28,000.00</u>	<u>30,000.00</u>

Assessment by Lot			
Region A (44)	94.09	114.55	122.73
Region B (34)	189.41	230.59	247.06
Region C(58)	<u>214.14</u>	<u>260.69</u>	<u>279.31</u>
Total (=Assessments x lots)	<u>23,000.00</u>	<u>28,000.00</u>	<u>30,000.00</u>

Board of Directors

Current Directors

Region A: Jim Plihal, Jamie Cier

Region B: Bathan Shaner, Donna Delong

Region C: Jim Biddick, Rick Fant

2 Directors per region; staggered 2-year terms

Up for vote this meeting: Jim Plihal (A), Donna Delong (B),
Rick Fant (C)

Responsible per the Bylaws for operation of the Association:

No compensation

All directors equal authority

Eligible for officer position (Pres, VP, Sec, Treas)

Meetings

Quorum: majority of Directors (4 for right now)

Directors choose location and frequency of meeting – which could include
phone meetings

Departure or Replacement

On resignation – Majority approval of Board for replacement to complete
unexpired term

Removal – of members vote to remove

Board of Directors elects officers

President ,VP, secretary and treasurer

Any Other Business

- Open to Floor

RPRMA Chronology

- **October 2005** - Working group established
 - Don Pritchett, Jerry Philbrook, Rick Fant, Jim Biddick and Greg Nebeker
 - Researched best method to meet objectives – reviewed other road association structures
 - Polled other road users as to willingness to create association
 - Framework document published November 2005
- **November 2005** – “we are considering forming a road association” Mailing to lot users; with return postcard to gauge interest
 - 148 sent; 106 responses – 104 positive, 2 negative
- **February 2005** – Update email on process to date with copies of Framework
- **March 2006** – RPRMA incorporated as Non-profit Washington
- **April 2006** – Interim Board of Directors (volunteer); officers elected
 - Lynn Richards, Sharin Lee, Sean Roach, Bathan Shaner, Jim Biddick, Rick Fant
 - Mailing of association status, notice of Organization Meeting
 - Website online
- **May 20, 2006** – Organization Meeting; review structure with participants, get vote of confidence (overwhelming majority)
- **June 2006** – Interim Board meetings to complete RMA and Bylaws; adopt RMA and Bylaws
- **July 2006** – Mailing with status, meeting notice and request for Letter of Intent
- **August 27, 2006** – first annual meeting; \$50k budget approved
- **September 13, 2008** – annual meeting; \$50k budget approved
- **September 26, 2009** – annual meeting; \$30k budget approved
- **October 2009** – lawsuit for non-payment filed against 4 lots
- **September 25, 2010** – annual meeting; \$30k budget approved
- **Aug 2011** – summary judgment in non-payment lawsuit
- **September 24, 2011** – annual meeting; \$33k budget approved
- **November 11, 2011** - Christensen property sells, money due put in escrow account
- **March 15, 2012** - Figler assessment action resolved
- **August 25, 2012** – Notice of Assessments filed
- **September 7, 2013** – 7th Annual Meeting