



**Raccoon Point Road Maintenance Association  
(RPRMA)  
Annual Meeting  
August 12, 2023  
10:00 AM**

**RPRMA objectives:**

- Provide private road access and maintenance to and for the benefit of land owners present and future (Articles of Incorporation, Article III) in the context of the Road Maintenance Agreement recorded under San Juan Co. AFN 2007 1219026 to the Raccoon Point Road Maintenance Association.

# Today's Meeting

- Opportunity for dialog
- Review current conditions
- Discuss next's years plans
- Review the past years financials
- Discuss the next years budget
- Vote for Board members
- Make decisions – keep moving forward

# Annual Meeting Structure

- Agenda published in advance
  - Meeting must follow published agenda
  - Open mike at end for audience to comment and bring up issues (30 minute limit)
- Quorum (Bylaws III.7)
  - No new additions this year
  - Total Voting Membership – 90 lots
  - Current members eligible to vote – 87 lots
  - 50% of Members in person or by Proxy (44 required as of today)
  - If unable 50%
    - New meeting announcement – 10 to 60 day notice
    - Need 25% in person or by Proxy (22 by todays number)
- Chair responsible for:
  - Keep discussion on topic (motion or report)
  - Limit time on discussion to timeframe
  - Allow all members to speak within meeting, five minutes per speaker
  - Clarify any motion prior to discussion
  - Insuring that meeting follows Roberts Rules of Order
- RPRMA Voting
  - Members only for voting on routine issues – signed RMA
    - Non-members welcome to observe
    - All lot owners that are current on their assessments are allowed to vote on special assessments

**PROOF OF NOTICE – FULL DOCUMENT IS ON WEBSITE**



Raccoon Point Road Maintenance Association

PO Box 453

Eastsound, WA 98245

RPRMA Annual Meeting

When: August 12, 2023

Time: 10:00 am -1:00 pm

Where: Eastsound Fire Station – Mt Baker Road

# Preliminary 2023 Agenda

- 10:00 Call to Order by association President and Determination of a quorum based on Lot owners present in person or by proxy
- 10:10 Approval of 2020 minutes (posted on website – (raccoonpointroad.org))
- 10:15 Yearend report - President – state of the association and review of prior year's work
- 10:30 Responsibilities of the Association
- 10:50 Suspend meeting for group discussion
- 11:20 Presentation of proposed annual budget by Board and discussion of options
- 11:40 Vote by members on annual budget and road maintenance plan
- 11:55 Call for nominations (and self-nominations) for new Board members for each region
  - Terms ending this meeting: Jamie Cier (A), Darryl Duke(B), Jim Biddick(C)
  - Candidate must be members of the Association and in good standing to run for Board positions
- 12:05 Voting for Board members by region - members vote
- 12:15 Any other business for the Association.
- 12::45 Comments – 3-minute limit
- 1:00 Meeting adjourned

# APPROVAL OF MINUTES

- MINUTES WERE PUBLISHED ON THE ASSOCIATION WEBSITE
- ANY CHANGES?
- VOTE TO ACCEPT

# President's Report

## Highlights for the year

- Made progress on collecting past due accounts
- Unbudgeted Maintenance
  - Completed culvert replacement at 485 RPR (\$27,220.71)
  - Mowing (\$5,790.00)
- Administrative
  - Took bookkeeping back in house ( \$3,500.00 cost savings)
  - Past due notices have been sent monthly
  - No major legal expenses
  - Unable to transfer any funds to the reserve account
- Future Budgeting
  - Chip Seal Reserve
  - Administration Costs
  - Yearly Ditch Cleaning
  - Overhead Mowing (every three years)\*

# PROBLEM AREAS

- Need to pay back \$5,000.00 to Jim Biddick
- Need to increase reserve to \$20,000.00
- Need to pay back \$16,000.00 to the 10 year chip seal reserve fund
- Need to raise money for chip seal repair at Key Dr
  - Estimate from Doolittle \$32,000.00
  - Or live with it until next chip seal (drive slow)
  - Next Chipseal is in 2027
- Need to patch a number of spots where the road has sunk



# What/Who is RPRMA

- It is an Association (HOA) that was formed in 2007 to maintain Raccoon Point Road
- Board operates under the tenets of the By-laws and the RMA
- Membership consists of lot owners that have signed an RMA giving them voting right in the Association operations (90 Members)
- 52 lots that are not voting members of the Association except of Special Assessments

# RPRMA'S SCOPE OF RESPONSIBILITY

- **What can the Association do**
  - First half mile of road is owned by RPRMA
    - Anything that needs to be done to keep the road open, we can carry out

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    - Anything that needs to be done to keep the road open, we can carry out
  - Beyond the first half mile (easement section)
    - Whatever is needed to keep the road clear
    - Cannot
      - Remove trees or rocks outside of the easement
      - Clear make improvements without consent of the lot owners and approval of expense by all lots (142 total)

# WHY?

- The Association was set up initially generate enough money to groom the gravel road
- Wanted to insure that a Board did not go wild in making improvements (25% cap on budget increases, need to have 85 lots out of the 142 lots *special assessment*)
- Should the membership want to change the assessment rules, requires a vote of allot owners

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- Would still require consent of lot owners beyond the first half mile because we only have an easement to cross their properties

# GROUP DISCUSSION

- MEETING SUSPENDED FOR 30 MINUTES FOR DISCUSSION
- THIS IS A MEMBERSHIP RUN ASSOCIATION
- ANY CHANGES WOULD HAVE TO START WITH A CHANGE IN THE BY-LAWS
- WHAT DOES THE **MEMBERSHIP** WANT THE BOARD TO DO?



# RPRMA Metrics 2023

## 145 Lots total

- Region A (49) – First half mile
- Region B (37) – Hill to RPOA mailboxes
- Region C (59) – East of RPOA mailboxes
- Variances (5) per county tax regulations – Per County Deferral (1), Senior(2) (60% deferred), SJPT(2) (100% deferred)

## 142 lots sharing costs

- Region A (48) – First half mile
- Region B (36) – Hill to RPOA mailboxes
- Region C (58) – East of RPOA mailboxes

## BALANCE SHEET

July 25, 2023

ASSETS		
Current Assets		
Checking/Savings		
Banner Bank Checking		
Administration		1,761.26
Chipseal Loan		2,414.71
Banner Bank Checking - Other		2.94
Total Banner Bank Checking		4,178.91
Total Checking/Savings		4,178.91
Accounts Receivable		
Accounts Receivable		17.53
Total Accounts Receivable		17.53
Other Current Assets		
10 yr Money Market - 1370		31,016.48
Total Other Current Assets		31,016.48
Total Current Assets		35,212.92
<b>TOTAL ASSETS</b>		<b>35,212.92</b>
<b>LIABILITIES</b>		
Liabilities		
Long Term Liabilities		
Blldick Loan (1 year)		5,000.00
2012 Chipseal Loan Repayment (3 years)		16,000.00
Chip Seal Loan Liability (3 years)		28,710.77
Total Long Term Liabilities		49,710.77
Total Liabilities		49,710.77

# Income Report

	Sep 22 - Jul 23	Budget	Sep 23 - Aug 24
Income			
Interest Income	36.96	0.00	
Assessments			
2021 Loan Repayments/Reserve	0.00	0.00	8,444.00
10 Year Chipseal Reserve	9,413.80	9,200.00	9,200.00
Annual Admin & Maint Assessment	28,848.24	24,576.29	24,576.00
Finance Charge	396.94	0.00	0.00
2017 Chipseal Loan Assessment			
Special Assessment	5,027.06	4,583.75	0.00
2017 Chipseal Loan Assessment - Other	0.00	0.00	0.00
Total 2017 Chipseal Loan Assessment	5,027.06	4,583.75	0.00
Assessments - Other	342.54	0.00	0.00
Total Assessments	44,028.58	38,360.04	42,220.00
Misc Income			
Misc Income - Other	2,687.58	0.00	0.00
Total Misc Income	2,687.58	0.00	0.00
Total Income	46,753.12	38,360.04	42,220.00
Gross Profit	46,753.12	38,360.04	42,220.00

# Expense Report

Expense	Sep 22 - Jul 23	Budget	Sep 23 - Aug 24
Loan Payment Expense			
Chip Seal Loan Payments	1,592.35	8,000.00	8,400.00
10yr Loan Repayment	0.00	7,500.00	11,550.00
Loan Payment Expense - Other	0.00	0.00	0.00
Total Loan Payment Expense	1,592.35	15,500.00	
Transfer to Reserve	0.00	6,155.68	10,000.00
*Reconciliation Discrepancies	-682.52	0.00	0.00
Administration			
Bank Charges			
Service Charge	373.41	0.00	0.00
Bank Charges - Other	0.00	0.00	0.00
Total Bank Charges	373.41	0.00	0.00
Bookkeeping Service	367.50	800.00	0.00
Insurance			
D&O Insurance	400.00	1,000.00	600.00
Liability Insurance	3,248.00	2,825.00	3,400.00
Insurance - Other	0.00	0.00	0.00
Total Insurance	3,648.00	3,825.00	4,000.00
Interest Expense	1,714.67	0.00	0.00
Office Expense			
Annual Meeting	161.80	0.00	350.00
Invoices	87.19	0.00	2755.00
Mailing	16.25	525.00	0.00
PO Box	74.00	62.00	74.00
Supplies	37.36	0.00	125.00
Web Page	120.00	120.00	120.00
Office Expense - Other	0.00	0.00	0.00
Total Office Expense	496.60	707.00	944.00
Refund	8.94	0.00	0.00
Registration	0.00	10.00	10.00
Taxes	30.35	45.00	40.00
Administration - Other	0.00	0.00	0.00
Total Administration	6,639.47	5,387.00	4,994.00
Maintenance			
Road Repairs	27,220.61	3,000.00	0.00
Ditching Cleaning	5,415.00	5,117.36	4,000.00
Mowing	5,798.40	0.00	0.00
Snow Plow	2,417.80	3,200.00	3,276.00
Maintenance - Other	0.00	0.00	0.00
Total Maintenance	40,851.81	11,317.36	7,276.00
Total Expense	48,401.11	38,360.04	42,220.00
Net Income	-1,647.99	0.00	0.00

# 2023-2024 Assessments

Loan Repayment(\$8,444.00)		
Region A (18%) \$1,519.92		Total Per Lot (48) \$31.67
Region B (28%) \$2,364.32		Total Per Lot (35) \$67.55
Region C (54%) \$4,559.76		Total Per Lot (57) \$80.00
Chipseal Reserve (\$9,200.00)		
Region A (18%) \$1,656.00		Total Per Lot (48) \$34.50
Region B (28%) \$2,576.00		Total Per Lot (35) \$73.60
Region C (54%) \$4,968.00		Total Per Lot (57) \$87.16
Administration/Maintenance Assessment (\$24,576.00)		
Region A (18%) \$4,423.68		Total Per Lot (48) \$92.16
Region B (28%) \$6,881.28		Total Per Lot (35) \$196.61
Region C (54%) \$13,271.04		Total Per Lot (57) \$232.83
Total Assessment (\$42,220.00)		
Region A (18%) \$7,599.60		Total Per Lot (48) \$158.39
Region B (28%) \$11,820.60		Total Per Lot (35) \$337.71
Region C (54%) \$22,798.80		Total Per Lot (57) \$399.99

# Board of Directors

## Current Directors

Region A: Ron Gilleland, Jamie Cier

Region B: Darryl Duke, Zach Fountain

Region C: Jim Biddick, Tom Baillie

2 Directors per region; staggered 2-year terms

Up for vote this meeting: Jamie Cier (A), Darryl Duke(B),  
Jim Biddick(C)

Responsible per the Bylaws for operation of the Association:

No compensation

All directors equal authority

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

## 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 – 5 minute time limit
  - Not a debate forum
  - Only issues that do not ask for a vote
  - Chair has the right to table any action for future discussion by the Board
  - Board will respond in 60 days as to a plan of action to address any issue
- Adjournment