



**Raccoon Point Road Maintenance Association
(RPRMA)
Annual Meeting
September 14, 2024
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 (3 minute limit)
- Quorum (Bylaws III.7)
 - No new additions this year
 - Total Voting Membership – 92 lots
 - Current members eligible to vote – 92 lots
 - 50% of Members in person or by Proxy (46 required as of today)
 - If unable 50%
 - New meeting announcement – 10 to 60 day notice
 - Need 25% in person or by Proxy (23 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: September 14, 2024

Time: 10:00 am -1:00 pm

Where: Eastsound Fire Station – Mt Baker Road

2024 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 2023 minutes (posted on the website – (raccoonpointroad.org)**
- **10:15 Yearend report - President – state of the association and review of prior year’s work**
- **10:30 Future Needs**
- **11:20 Associations Scope of Responsibility**
- **11:40 Presentation of proposed annual budget by Board and discussion of options**
- **12:10 Vote by members on the annual budget**
- **12:45 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**
- **12:55 Voting for Board members by region - members vote**
- **1:00 Any other business for the Association.**
Open mike comments 3-minute limit
- **1:30 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
 - Special Assessment to do temporary repairs at Key Dr (\$8,592.06)
 - Ditching – Two times because of storms(\$9,394.50)
 - Tree removal - \$2,976.67
- Administrative
 - Insurance was the biggest expense (\$4,928.00)
 - Legal Expense to get an opinion on the scope of RPRMA's responsibility (\$1,074.73)-reimbursed in 2025
 - Transferred \$8,734.33 to Chipseal Reserve
 - Past due notices have been sent monthly – 15% /yr interest

FUTURE NEEDS

- Need to pay back \$16,000.00 to the 10-year chip seal reserve fund.
- Need to establish a reserve account of \$20,000.00
- Need to set aside money for mowing every three years (\$10,000.00)*
- Need to set aside money for ongoing ditch cleaning every three years (\$10,000.00)*
- Need to patch several spots where the road has sunk. Watching to ensure no cracks appear on the surface.

* **Later discussion**

2027 Chip Seal Application

- Goal was to have \$82,000.00 by the end of 2026 for the next application in 2027
- Current Balance is at \$36,931.00
- Loan repayment of \$16,000.00 is still owed
- Estimated income for the next two years is \$19,452.00
- Funds total expected is \$72,383.00

NEXT STEPS*

- Contact Doolittle in 2025 for an estimate for work in 2027
- Once the estimate is obtained get an estimate from Island Excavating
- Report update at the 2025 meeting and start to plan for any projected shortage
- At the 2026 meeting decide what action to take if needed for more funds to do work – loan or special assessment

***DEPENDS ON THE AVAILABILITY OF DOOLITTLE AND THEIR SCHEDULE FOR THE ISLAND**

RPRMA'S SCOPE OF RESPONSIBILITY

Response to enquiry

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

RPRMA'S SCOPE OF RESPONSIBILITY

- What can the Association do
 - Letter posted on the Website regarding the issue
 - First half mile of road is owned by RPRMA
 - 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
 - Can
 - Can work on areas adjacent to the road
 - Can make improvements without the consent of the lot owners and approval of expenses by a majority of all lots, Special Assessment rule (140 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)
- Should the membership want to change the assessment rules, requires a vote of all lot owners (While the membership can propose a Special Assessment, it requires 85 lots out of the 140 lots to pass)
- Legal opinion from Lawyer is on Website

RPRMA Metrics 2023

143 Lots total

- Region A (49) – First half mile
- Region B (36) – Hill to RPOA mailboxes
- Region C (58) – East of RPOA mailboxes
- Variances (6) per county tax regulations – Per County Deferral (1) Senior(3) (60% deferred), SJPT(2) (100% deferred)

140 lots sharing costs

- Region A (48) – First half mile
- Region B (35) – Hill to RPOA mailboxes
- Region C (57) – East of RPOA mailboxes



FINANCIALS YTD & PROPOSED BUDGET

BALANCE SHEET AS OF AUGUST 9, 2024

				Aug 9, 24
ASSETS				
Current Assets				
Checking/Savings				
Banner Bank Checking				
Administration				3,851.61
Chipseal Loan				2,414.71
Banner Bank Checking - Other				0.52
Total Banner Bank Checking				6,266.84
Total Checking/Savings				6,266.84
Accounts Receivable				
Accounts Receivable				-135.78
Total Accounts Receivable				-135.78
Other Current Assets				
2027 Chipseal Reserve				36,931.04
Total Other Current Assets				36,931.04
Total Current Assets				43,062.10
TOTAL ASSETS				43,062.10

Income Report

		Sep 1, '23 - Aug 9, 24
Income		
	Interest Income	70.81
Assessments		
	Loan Repayments/Reserve	8,243.00
	Past Due Assessments	0.00
	Chip Seal Reserve	9,095.80
	Annual Admin & Maint Assessment	24,907.62
	Finance Charge	464.52
	2017 Chipseal Loan Assessment	
	Special Assess Senior Discount	0.00
	Special Assessment	10,321.10
	2017 Chipseal Loan Assessment - Other	0.00
	Total 2017 Chipseal Loan Assessment	10,321.10
	Assessments - Other	0.00
	Total Assessments	53,032.04
Misc Income		
	Insurance Refund	0.00
	Misc Income - Other	2,122.29
	Total Misc Income	2,122.29
	Reimbursed Expenses	82.17
	Total Income	55,307.31

Expenses

Expense				
Loan Repayment Expense				
Biddick Loan	5,000.00	5,000.00		0.00
Chip Seal - Reserve 2027	6,443.51	8,400.00		10,914.60
10yr Loan Repayment - Banner Bank	2,592.49	6,550.00		6,550.00
Total Loan Payment Expense	14,036.00	19,950.00		17,464.60
Reconciliation Expense	669.58	0.00		0.00
Transfer to Reserve*	0.00	5,000.00		10,550.00
Administration				
Insurance				
D&O Insurance	1,680.00	600.00		0.00
Liability Insurance	3,248.00	3,400.00		3,400.00
Total Insurance	4,928.00	4,000.00		3,400.00
Interest Expense - Loan Repayment	1,892.21	0.00		1,720.00
Legal Expense	1,074.73	5,000.00		2,500.00
Office Expense				
Annual Meeting	8.83	350.00		350.00
Invoices	363.90	275.00		425.00
Mailing	136.00	0.00		
PO Box	82.00	82.00		82.00
Supplies	43.86	125.00		125.00
Web Page	120.00	120.00		120.00
Total Office Expense	754.59	952.00		1,102.00
Registration	10.00	10.00		10.00
Reimbursement	25.00	0.00		0.00
Taxes	20.35	40.00		40.00
Total Administration	8,704.88	10,002.00		8,772.00
Maintenance				
Road Repairs	8,592.06	0.00		3,500.00
Ditching/Mowing	9,349.50	3,994.00		6,666.00
Emergency Road Work	2,976.67	0.00		0.00
Snow Plow	2,244.29	3,274.00		3,200.00
Total Maintenance	23,162.52	7,268.00		13,366.00
Total Expense	46,572.98	42,220.00		50,152.60
Net Income***	8,734.33	0.00		0.00

2024-2025 Assessments - Proposed**

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 (\$9,729.32)		
Region A (18%) \$1,751.28		Total Per Lot (48) \$36.48
Region B (28%) \$2,720.21		Total Per Lot (35) \$77.83
Region C (54%) \$5,253.83		Total Per Lot (57) \$92.17
Administration/Maintenance Assessment (\$31,979.28)		
Region A (18%) \$5,756.27		Total Per Lot (48) \$119.92
Region B (28%) \$8,954.20		Total Per Lot (35) \$255.83
Region C (54%) \$17,268.81		Total Per Lot (57) \$302.96
Total Assessment (\$50,152.60)		
Region A (18%) \$9,027.47		Total Per Lot (48) \$188.07
Region B (28%) \$14,042.73		Total Per Lot (35) \$401.21
Region C (54%) \$27,082.40		Total Per Lot (57) \$475.13
* will go down after two years provided we have nothing major happen.		
**3% Inflation 21% allowed increase for mowing & ditching		
*** Balance for 2024 to Chipseal Reserve		

ASSESSMENTS

- RESERVE - \$20,000 (2 Years)
 - \$10,000.00 per year
- MOWING - \$9,999.00 (3 Years)
 - \$3,333.00 per year
- DITCHING - \$ 9,999.00 (3Years)
 - \$3,333,33 per year

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 the operation of the Association:

No compensation

All directors have equal authority

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

Meetings

Quorum: majority of Directors (4 for right now)

Directors choose the location and frequency of meetings – which could include electronic media meetings

Departure or Replacement

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

Removal – all members vote to remove

Board of Directors elects officers

President , VP, secretary and treasurer

Any Other Business

- Open to Floor – 3 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 if needed to address any issue
- Adjournment