



Raccoon Point Road Maintenance Association  
(RPRMA)  
Annual Meeting  
August 9, 2025  
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.

# 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 – 93 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, three 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 assessment



# 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

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



Raccoon Point Road Maintenance Association

PO Box 453

Eastsound, WA 98245

RPRMA Annual Meeting

When: August 9, 2025

Time: 10:00 am -1:00 pm

Where: Eastsound Fire Station – Mt Baker Road

# 2025 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 2024 minutes (posted on the website – [raccoonpointroad.org](http://raccoonpointroad.org))
- 10:15 Year end report - President – state of the association and review of prior year's work
- 10:30 Future Needs
- 11:40 Speed Bump Discussion
- 11:50 Chip Seal Discussion
- 12:00 Presentation of proposed annual budget by Board and discussion of options
- 12:20 Vote by members on the annual budget
- 12:30 Call for nominations (and self-nominations) for new Board members for each region
  - Terms ending this meeting: Justin Lotak(A), Lesley Samuals(B), Tom Baillie(C)
  - Candidate must be members of the Association and in good standing to run for Board positions
- 12:40 Voting for Board members by region - members vote
- 12:45 Any other business for the Association. Open mike comments 3-minute limit
- 1:00 Meeting adjourned



# APPROVAL OF MINUTES

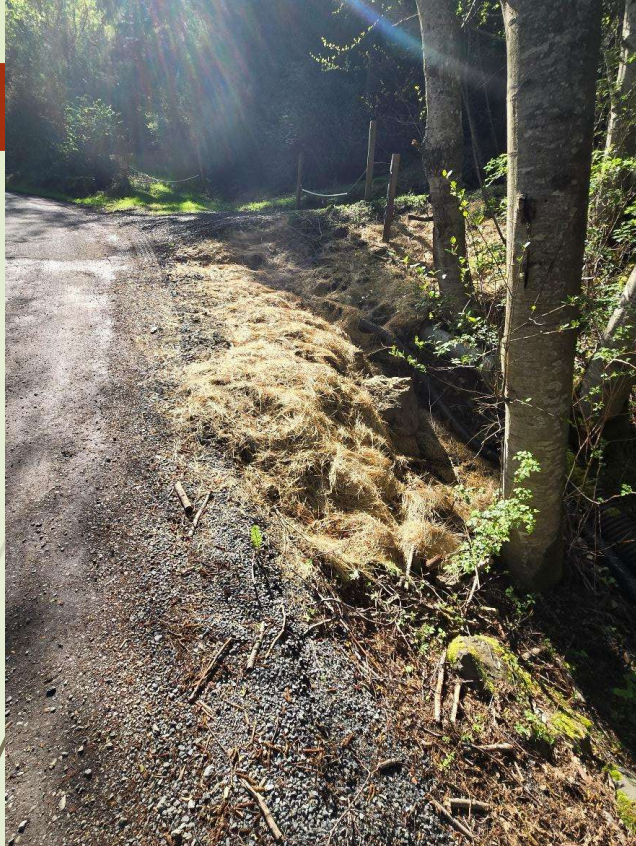
- MINUTES WERE PUBLISHED ON THE ASSOCIATION WEBSITE
- ANY CHANGES?
- VOTE TO ACCEPT

# President's Report

## Highlights for the year

- ESWD had another break in their supply line at 484 RPR
- Replacing the culvert at this same location with a bladder sock
- Repaired two patched areas – will be ongoing expense until next chip seal application
- Completes emergency repairs – sink hole, rock & tree removal
- Snowploughing cost \$4,170.00 which was over by \$973.00
- Administrative
  - Insurance was the biggest expense (\$4,637.00)
  - Transferred \$8,734.33 to Chipseal Reserve
  - Past due notices have been sent monthly – 15%/yr interest
    - Past due accounts owe \$27,544.54
    - Six lots currently owe – one will have a lien placed on their property

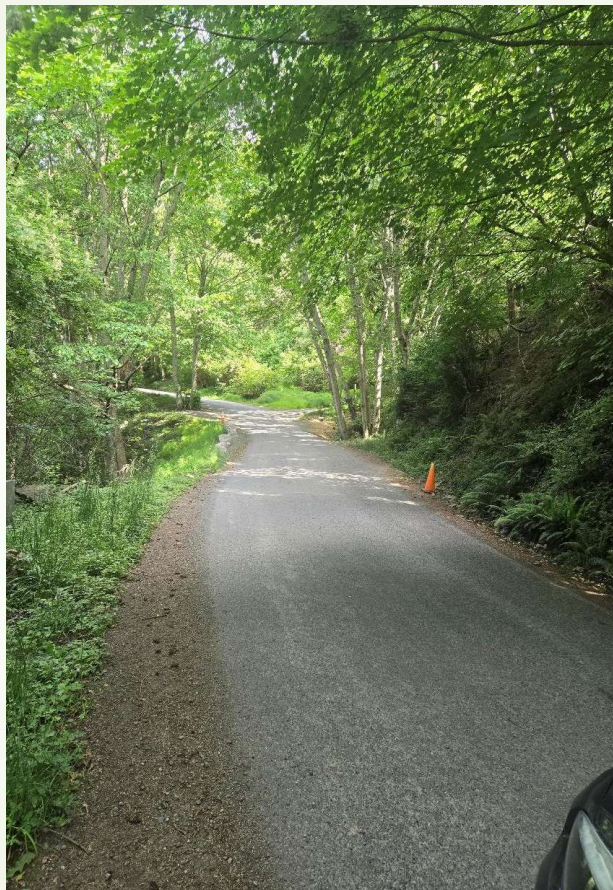




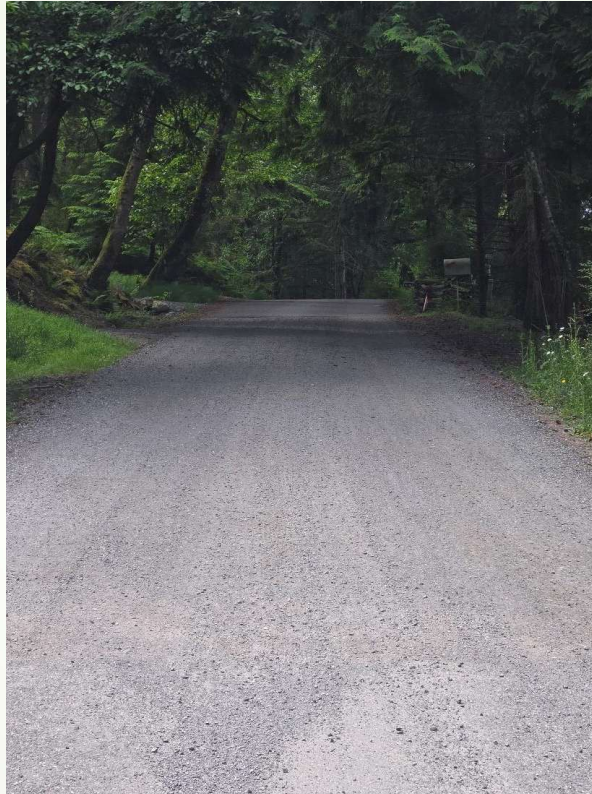
454 RPR Culvert/Road Repair



## 454 PATCH AREA



## KEY DRIVE PATCH AREA





# Future NEEDS

- **SLIDES - THERE ARE A NUMBER OF SECTIONS THAT EXPERIENCED SLIDES THIS PAST WINTER**
- **CONTINUED PATCHING OF TWO AREAS**
- **MAY HAVE TO MOVE UP DITCHING IF FALL CONTINUES TO BE WET MONTHS.**





SJPT PARCEL  
Slide Area







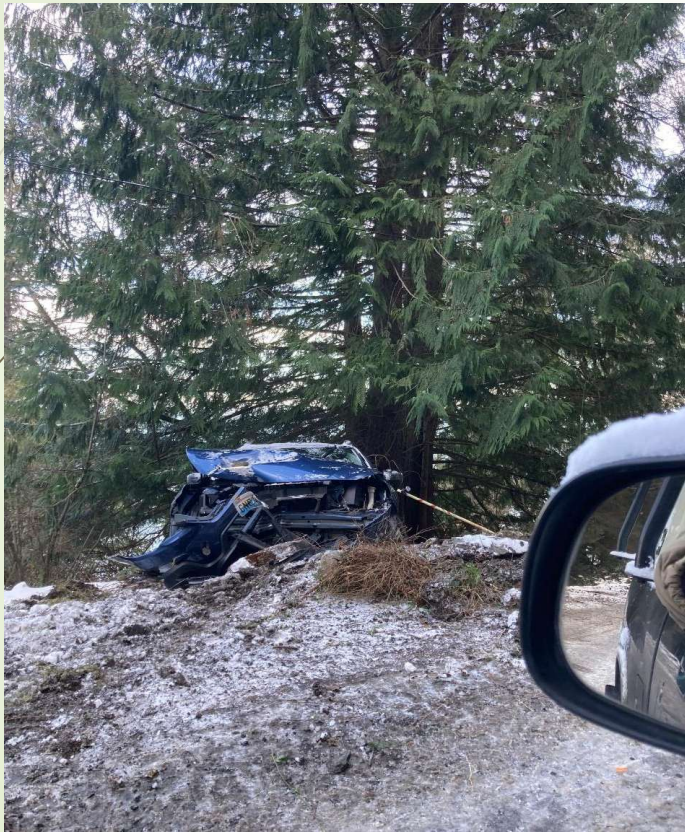
Key Dr Area



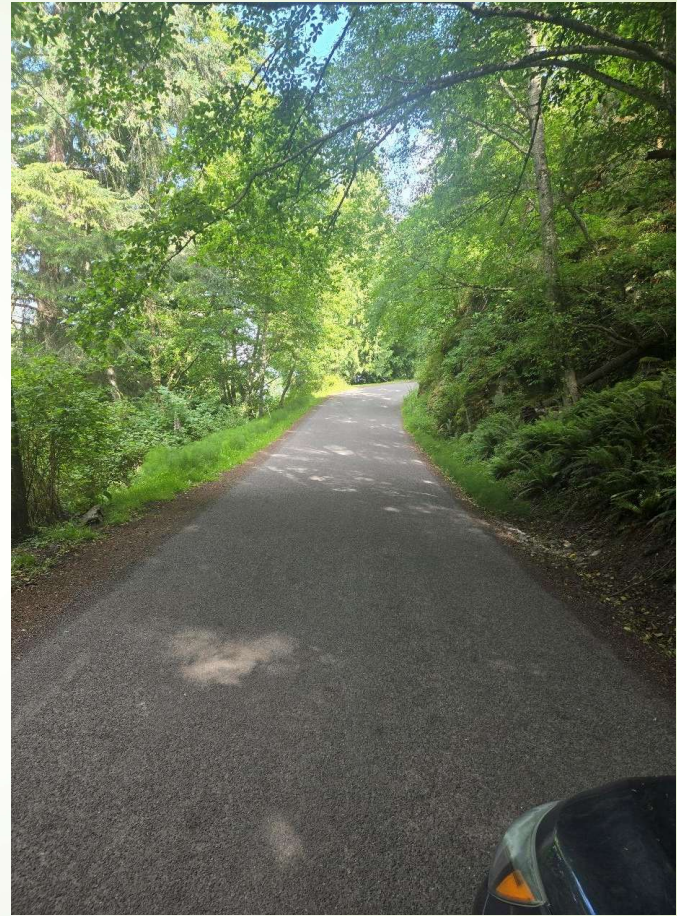


# **SPEED BUMP DISCUSSION**

# WHY WE ARE RECOMMENDING SPEED BUMPS







SPEED BUMP AREA

# SPEED BUMPS

- WE WILL BE INSTALLING ONE SET AT 845 RPR - AT LEAST 4 CARS HAVE LEFT THE ROAD IN THE LAST 10 YEARS AT THIS LOCATION
  - COST PER INSTALLATION
    - MATERIALS
      - SPEED BUMPS - (4@\$64.80) = \$259.80
      - SIGNS - 1@ \$59.00
    - LABOR - \$525.00
    - TOTAL - \$843.80 + \$315.00 (shipping) & \$96.00 (tax) = \$1,254.80
  - ARE THERE OTHER LOCATIONS YOU FEEL THEY ARE NEEDED?



# **CHIP-SEAL DISCUSSION**

RPRMA Annual Meeting 2025



# 2027 Chip-Seal Application

- Goal was to have \$92,000.00\* by the end of 2026 for the next application in 2027
- Current Balance is at \$50,979.52
- Loan repayment of \$16,000.00 is still owed
- Estimated income for the next two years is \$47,700.00
- Funds total expected is \$99,000.00

## NEXT STEPS\*\*

- Contact Doolittle for an estimate for work in 2027(Pending)
- Once the estimate is obtained get an estimate from Island Excavating
- Report update at the 2026 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

**\* Revised from original Chip Seal notes**

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



# **FINANCIALS**

## **YTD & PROPOSED BUDGET**



## FUTURE NEEDS

- Need to pay \$16,000.00 to Chip Seal Reserve
- Need to continue contribution to Chip Seal Reserve
- Need to budget for continued repair of patch area
- Need to continue to add to Association Reserve Fund

## BALANCE SHEET AS OF JULY 31

						Jul 31, 25
ASSETS	ASSETS					
	Current Assets					
	Checking/Savings					
	Reserve MM Account					
				Ditching Reserve		3,213.27
				Mowing Reserve		3,213.27
				2027 Chipseal Reserve		50,979.52
				Reserve MM Account - Other		14.00
	Total Reserve MM Account					57,420.06
	Banner Bank Checking					
				Administration		5,754.80
				Chipseal Loan		3,501.45
				Emergency Reserve		5,432.62
				Banner Bank Checking - Other		0.19
	Total Banner Bank Checking					14,689.06
	Total Checking/Savings					72,109.12
	Accounts Receivable					
	Accounts Receivable					8.84
	Total Accounts Receivable					8.84
	Total Current Assets					72,117.96
	Other Assets					
	Delinquent Accounts					29,293.90
	Total Other Assets					29,293.90
TOTAL ASSETS	TOTAL ASSETS					101,411.86

# Income Report

					Sep '24 - Jul 25	Budget	2025-2026 Proposed
Income							
Interest Income					150.94	0.00	0
Assessments							
Mowing Reserve					3,213.27	3,374.00	3,364.74
Ditching Reserve					3,213.27	3,374.00	3,364.74
Loan Repayment/Banner Bank					8,140.64	8,444.00	8,524.41
Chip Seal Reserve					9,378.88	9,729.32	23,820.95
Annual Admin & Maint Assessment					34,654.54	31,979.28	23,098.00
Finance Charge					107.89	0.00	0
2017 Chipseal Loan Assessment							
Special Assessment					293.38	0.00	0
Total 2017 Chipseal Loan Assessment					293.38	0.00	0
Total Assessments					59,001.87	56,900.60	62,172.84
Misc Income					2,326.63	0.00	0
Total Income					61,479.44	56,900.60	62,172.84
Gross Profit					61,479.44	56,900.60	62,172.84



# Expense Report

Expense	Sep '24 - Jul 25	Budget	2025-2026 Proposed
10yr Loan Repayment	10,013.88	8,633.93	8,524.41
Transfers			
Ditching Reserve	0.00	0.00	3,364.74
Mowing Reserve	0.00	0.00	3,364.74
Association Reserves	5,432.62	10,550.00	4,000.00
Chip Seal -Reserve 2027	7,928.47	10,914.60	23,820.95
Total Transfers	13,361.09	21,464.60	34,550.43
*Reconciliation Discrepancies	-0.40	0.00	0
Administration			
Insurance			
D&O Insurance	1,075.00	0.00	1,162.00
Liability Insurance	3,562.00	3,400.00	3,847.00
Total Insurance	4,637.00	3,400.00	5,009.00
Interest Expense - Banner Bank	405.77	1,720.00	0
Legal Expense	619.00	2,500.00	1,000.00
Office Expense			
Annual Meeting	229.89	350.00	375.00
Invoices	443.77	425.00	575.00
PO Box	84.00	82.00	84.00
Supplies	68.00	125.00	125.00
Web Page	140.00	120.00	140.00
Total Office Expense	965.66	1,102.00	1,299.00
Registration	10.00	10.00	10.00
Reimbursement to RPOA & TLCA	1,775.00	0.00	0.00
Taxes	20.35	40.00	25.00
Administration - Other	0.15	0.00	0.00
Total Administration	8,432.93	8,772.00	7,343.00
Maintenance			
Mowing	1,100.00	0.00	1,000.00
Road Repairs	407.23	3,500.00	6,255.00
Emergency Road Work	3,797.02	0.00	0.00
Ditching	0.00	6,666.00	0.00
Snow Plow	4,173.40	3,200.00	4,500.00
Total Maintenance	9,477.65	13,366.00	11,755.00
Total Expense	41,285.15	52,236.53	62,172.84
Net Income	20,194.29	4,664.07	0.00

# RPRMA Metrics 2025

## **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

## 2025-2026 YEARLY ASSESSMENT

**Loan Repayment(\$8,524.41)**

**Region A (18%) \$1,534.39**

Total Per Lot (48) \$31.97

**Region B (28%) \$2,386.83**

Total Per Lot (35) \$68.20

**Region C (54%) \$4,603.18**

Total Per Lot (57) \$80.76

**Chipseal Reserve (\$23,820.95)**

**Region A (18%) \$4,287.77**

Total Per Lot (48) \$89.33

**Region B (28%) \$6,669.87**

Total Per Lot (35) \$190.57

**Region C (54%) \$12,863.31**

Total Per Lot (57) \$225.67

**Mowing Reserve (\$3,364.74)**

**Region A (18%) \$605.65**

Total Per Lot (48) \$12.62

**Region B (28%) \$942.13**

Total Per Lot (35) \$26.92

**Region C (54%) \$1,816.96**

Total Per Lot (57) \$31.88

**Ditching Reserve (\$3,364.74)**

**Region A (18%) \$605.65**

Total Per Lot (48) \$12.62

**Region B (28%) \$942.13**

Total Per Lot (35) \$26.92

**Region C (54%) \$1,816.96**

Total Per Lot (57) \$31.88

**Administration/Maintenance Assessment (\$23,098.00)**

**Region A (18%) \$4,157.64**

Total Per Lot (48) \$86.62

**Region B (28%) \$6,467.44**

Total Per Lot (35) \$184.78

**Region C (54%) \$12,472.92**

Total Per Lot (57) \$218.82

**Total Assessment (\$62,172.84) 24% increase for fiscal year**

**Region A (18%) \$11,191.11**

Total Per Lot (48) \$233.15

**Region B (28%) \$17,408.40**

Total Per Lot (35) \$497.38

**Region C (54%) \$33,573.33**

Total Per Lot (57) \$589.01



# ASSESSMENTS

- RESERVE - \$20,000 (long-term)
  - \$4,000.00 this year
- MOWING - \$9,999.00 (3 Years)
  - \$3,364.74 this year
- DITCHING - \$ 9,999.00 (3Years)
  - \$3,364.74 this year
- CHIP SEAL RESERVE – current at \$50,979.52
  - \$23,820.95 this year



# **ELECTIONS**



# Board of Directors

- ❖ Current Directors
  - ❖ Region A: Justin Lotak, Jamie Cier
  - ❖ Region B: Darryl Duke, Lesley Samuels
  - ❖ Region C: Jim Biddick, Tom Baillie
- ❖ 2 Directors per region; staggered 2-year terms
  - ❖ Up for vote this meeting:
  - ❖ Justin Lotak(A), Lesley Samuels(B), Tom Baillie(C)
- ❖ Nominations
- ❖ 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. Does not require a majority vote.
  - ❖ 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