

Greenbank Beach and Boat Club (GBBC) and Holmes Harbor Water Company, Inc. (HHWC)
Minutes of the Monthly Joint GBBC/HOA & HHWC Boards Meeting
Saturday, 4/20/2023

The regular monthly joint meeting of the Holmes Harbor Water Company Board and the Greenbank Beach and Boat Club/HOA Board was held *April 20, 2024*, via Zoom.

The meeting was called to order at 9:04 A.M. by Diana Butler, president of the GBBC Board.

Attending:

Holmes Harbor Water Company Board: Sharon Dunn, Cyndy King, David Paull, Nancy Sharp, Rick Waclawik and Matt Lowder.

Greenbank Beach and Boat Club/HOA Board: Diana Butler, Shannon Pitton, Mike Cuddy, Eddie Accame, Richard Loughhead, and Bob Monroig.

Excused Absences: Mike Hopkins, GBBC Board member

Unexcused absences: None

Neighborhood members: None

REVIEW OF AGENDA

- The proposed agenda for the April 20th joint board meeting was reviewed and approved as is.

APPROVAL OF March 16, 2023, JOINT MEETING MINUTES:

- A motion was made to approve the minutes of the joint boards meeting of March 16, 2023. The motion was seconded and approved with one abstention.

CONSIDERATION OF OPEN ISSUES

Website Update – Eddie

- Security update – last month we reported on outside malicious access to our web site. In response we have removed contact information from the site – now it’s just names and our public board email addresses.
- We detected one outside, potentially malicious, attempt to access information on our website since our last board meeting, but the only access was to the public web pages.
- No external emails have been received by Eddie or Richard since the above actions were completed. That previous issue with receiving malicious emails seems to have been resolved.
- We still need to move documents off WIX (our current hosting company) and on to a more secure location like Google docs. That will make future transitions of web site hosting services much easier. Members’ access to these documents will not change.
- We will add a message on the public website homepage to let homeowners know that they can reach out to a board member to get the new password to the website members area.
- Richard (GBBC board) is working on switching payment to a board debit card so that it is not being paid by individual board members.
- Cyndy suggested that we should reach out to HostPapa to determine if we can get back our domain host name so that we can stop paying HostPapa for that domain name.

Beach Improvement Report - Diana

- Diana reported that we are Still working with Island County to get permits for the work done to raise the beach access road.
- We are also trying to meet with a representative from Island County to address their recent letter (received the end of February) about possible penalties, and to determine how to move

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forward with the permitting process. We have been told by an Island County representative that they are working on getting up to speed with our project and that we don't need to worry about the warning letter. This assurance was received in an email from Island County that has been saved.

- Still working to get and install road markers along the raised road. We also need to consider adding a warning sign about the road being a one lane road.
- The boat ramp has been cleared of debris.

Landscape Maintenance Contract - Diana

- The neighborhood landscape maintenance contract has been signed by all parties. We are good to go this year.

Blade Sharpening Event - Diana

- The event was a huge success and well worth the vendor's time.
- The vendor would like us to do this event again later this summer.
- The board members agree that we should continue to hold this event in the future if the vendor is willing (to be held at least annually).

Update on GBBC and Branch Business Services - Richard

- Devon from KWC has transferred our customer information to Dawn at Branch Business Services.
- Richard believes that the customer list was not 100% correct and that some auto payment checks (about 18 users) were still being sent to KWC.
- So far, we have collected about \$15,000 of the expected \$23,000 in HOA fees. We are going to have to do a 2nd round of billing once the customer lists are correct.
- There was a detailed discussion about how we handle billing & related services. We need to determine if Branch Business Services is the right choice. Richard is willing to help research different options – Michael Cuddy and Eddie Accame will meet with Richard to start looking into this issue.

CONSIDERATION OF NEW BUSINESS

Community Newsletter - Diana

- Discussed if we want to move forward with a Community Newsletter.
- Several board members suggested that we should just utilize the neighborhood web site.
- Others suggested that neighborhood members do like receiving physical newsletters in the mail and that this is an effective way of communicating to the neighborhood.
- Several board members said they were willing to contribute content and/or work on the actual newsletter.
- In the end, no one was opposed to sending out a physical newsletter.
- The June 31st water invoices is our target for including the newsletter – to be included in the June 31st water invoice mailing.

Master Billing List - Richard

- We believe the correct list has now been created and it has been provided to Branch Billing Services.

Proposal for New Meeting Schedule - Richard

- Most GBBC payment dates are due around the 10th of the month. Richard is proposing:
 - A quarterly joint board meeting

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- Individual board meetings on dates that make sense to each board – potentially on weekday evenings rather than on Saturdays.
- Each board will need to take responsibility for determining their meeting schedule and publicly announcing their meetings.
- A question was asked if announcing our board meetings on the website would meet our legal requirements to give public notice.

Board Member Comment

- None

Community Member Comments

- None.

The meeting was adjourned at 10:30 A.M.

The next regular meeting will be Saturday, May 18, 2024, at 9:00 AM via Zoom.

Minutes taken by
Richard Waclawik, Secretary HHWC