

## Peaceful Valley Country Club Regular Meeting

12/29/20 • 7:07PM

**Roll Call:** Rebecca Cayen, Richard Whitson, Amber Davis, John Horsmon

### **Additions, Deletions & Changes:**

**Minutes:** *R.Whitson moved to approve the minutes of the November 19th Regular meeting, A.Davis seconded; the motion passed unanimously.*

### **Reports**

- **Treasurer:** *R.Whitson moved to approve the November Check Register, A.Davis seconded; the motion passed unanimously.*
- **Manager:** K.Vogel presented the Manager's report.
  - Late fee removal discussion was had, the decision was made that if the principal is paid off, the late fees would be removed.
  - Payment plan request was approved for \$50/month until the total is paid off.
- **Committees:** No committees have met. K.Vogel will forward the road report to J.Horsmon, R.Whitson will set up a meeting with Gray and Osborne to discuss the report.

### **Old Business**

- **Updates:**
  - K.Vogel gave an update that the office construction was complete, R.Whitson questioned having the full bid in place so we could compare the work to the cost. R.Cayen stated that she thought it looked great, exactly as requested.
  - R.Cayen caught the Board up on a greenbelt tree issue on Sprague, discussion was had about reminding our tree cutter to be more judicious about what is said to residents, K.Vogel will speak to him about that. K.Vogel will send J.Horsmon the background information on this issue so he can go out and take a look.
  - K.Vogel updated about the response to the Annual meeting, that twenty-five viable votes were received, enough for a quorum, and the outcome of the vote count.
    - Amber Davis received 20 votes and will be serving another two years on the Board.
    - John Horsmon Jr. received 14 votes and will be serving a two year on the Board.
    - Crystal Davis received 12 votes, which was not enough for a position on the Board.
- **Snow Removal:** A.Davis updated the Board on the search for a snow removal company. J.Horsmon considered taking the lead on the snow removal. Discussion was had around Wash Boys as an option. J.Horsmon will contact them to draw up a contract to consider.

### **New Business**

- **Wildfire Mitigation in Greenbelts:** R.Cayen gave the background of the Board's work with DNR and their recommendations from 2019. Whatcom Conservation Corps has

man-power available between now and April to do some work for wildfire mitigation (free labor to go through the greenbelts to pull out debris and dead trees). Discussion was had on how the Board would prioritize the greenbelts if the resources are still available with the goal to make it wildfire prepared. R.Cayen will send out the email with this information again, and touch base to be sure it is still available.

- **Office Manager Contract:** Needs to be changed to reflect the appropriate time frame. Discussion was had around the Larson Gross suggestion to have further training. *R.Whitson motioned to approve the contract with edits discussed, A.Davis seconded, the motion passed unanimously.*
- **Larson Gross Review:** R.Cayen reviewed the report and the suggestions were discussed, K.Vogel will be attending a course at Whatcom Community College on Quickbooks to help tidy them up.
- **Welcome Packet:** K.Vogel asked for the board's consideration of a Welcome Packet, and will follow up within a week to prompt any edits to the welcome letter. R.Cayen and R.Whitson will see if it is possible for the Water District to notify Peaceful Valley when a home is transferred to a new owner.
- **Maintenance Position:** Collin put in his resignation for the maintenance position, his thirty days notice is up on January 14th, and he will continue to do minor repairs between now and then. K.Vogel will send out a prompt email for what we're looking for in the next maintenance person, where we should advertise, what verbiage should be used etc.
  - K.Vogel will reach out to a previous applicant to see if he is licensed and willing to fill in for the meantime.

**Homeowners Forum:** No homeowners were present.

**Executive Session:** Entered into Executive Session at 8:11PM and left 8:24PM, no decisions were made.

- *R.Whitson motioned to contact the lawyer to get advice regarding the issue property on Sprague, J.Horsmon seconded; the motion passed unanimously. R.Whitson will reach out to the lawyer for advice.*

**Meeting Closed at 8:25PM**

## Peaceful Valley Country Club Regular Meeting

11/19/20 • 7:09PM

**Roll Call:** R.Cayen, R.Whitson, A.Davis

**Additions, Deletions & Changes:** Added to new business: Red Mtn Update

**Minutes:** *R.Whitson moved to approve the minutes of the September 29th Special meeting, A.Davis seconded; the motion passed unanimously. R.Whitson moved to approve the minutes of the October 20th regular meeting, A.Davis seconded; the motion passed unanimously. R.Whitson moved to approve the minutes of the November 8th Special meeting, A.Davis seconded; the motion passed unanimously.*

### Reports

- Treasurer: *R.Whitson moved to approve the September Check Register, A.Davis seconded; the motion passed unanimously. R.Whitson moved to approve the October Check Register, A.Davis seconded; the motion passed unanimously.*
- Manager: K.Vogel updated on an outstanding tree permit request, R.Cayen will follow up on that one as well as a complaint about a greenbelt tree behind Green Valley, she will also follow up with a complaint about a fence and unsightly lot.
- Committees:
  - Road Committee: R.Cayen agreed to join the Road Committee

### Old Business

- Annual Meeting Update/Questions: K.Vogel posed the question about whether or not to include a pre-addressed envelope for the ballot to be returned in, as well as whether or not to include the dues notice as the second mailer would go out at the same time. The board discussed and agreed to both being included, as well as an additional notice asking to keep cars off the roads during snow events, to make it easier for the plow.
- Office Construction Update: A.Davis sent a message to the contractors to get a date for when work on the office will begin. She will urge them to go
- Snow Removal: A.Davis called around for snow removal pricing. Our previous snow company, T.Jimenez, is ready to go in the meantime with: 150/hr (2 smaller snow removal vehicles); 175/ 1st 1.5hr Mt Baker Landscaping, 125/hr after (large snow removal vehicle); \$150/1st hr, \$80/hr after Troy [unknown business name] (unsure of the equipment). If there is a snow event between now and the next meeting, T.Jimenez will be called to come plow, while A.Davis continues to pursue snow removal pricing.
- Budget Review: K.Vogel will forward the reconciliation that R.Whitson submitted. R.Whitson presented the budget and answered questions regarding it from A.Davis and R.Cayen and discussion was had. K.Vogel will add the Office Manager Contract to December's Agenda. *R.Cayen moved to approve the budget as written to be sent out to be voted on by the association, A.Davis seconded; the motion passed with two votes in favor and one opposed.*
- Greenbelt Trees:
  - Sprague: A.Davis went out to look at the trees in question, she did not get a secondary bid, and questioned why one of the trees needed to be removed. The

board decided that the other trees needed removing and agreed to have Gabe Zender revise his bid to remove the smaller trees. A.Davis informed the board of how another local association handles green belt issues. *R.Whitson moved to remove all trees listed on the quote from Zender Tree Service aside from the split cedar, R.Cayen seconded; discussion was had; the motion passed with two votes in favor and one opposed.*

### **New Business**

- **Governor's Proclamation**: Per the latest proclamation, the governor recommended that offices such as Peaceful Valley should close if they are able.
- **Drop Box**: K.Vogel sent out links to two options for drop boxes for the board to consider. The board discussed the possibility. *R.Cayen moved to purchase a dropbox not to exceed \$125, A.Davis seconded; the motion passed with two votes in favor, one vote opposed.*
- **Red Mtn. Meeting**: R.Cayen and K.Vogel met with two members of the current Red Mountain board. R.Cayen summarized the conversation, including: a gate that will be put in place citing private property allowing respectful guests, how best to support each other, the road agreement/usage and keeping the lines of communication open between the two associations.

**Homeowners Forum**: No homeowners were present.

**Executive Session**: None required.

**Meeting Closed at 8:25PM**

## Peaceful Valley Country Club Special Meeting

11/08/20 • 4:01PM

**Roll Call:** R.Cayen, R.Whitson, A.Davis, K.Hart

### **Business:**

- **Complaints:** The process for how complaints are dealt with was discussed. Going forward K.Vogel will respond appropriately (ie. have a board member investigate, send a letter, put a fine in place etc.) and send out any complaints received at the end of each week.
  - A specific complaint regarding lot lines and fences requests was discussed.
- **Parking:** There is no clear-cut rule about residents parking on Peaceful Valley roads. Discussion was had about the verbiage and enforcement of the rule. The board will amend the rule sheet at the November Regular meeting to add a “no-parking on Peaceful Valley roads, rules”.
- **Snow Removal:** The board discussed snow removal for this season. A.Davis will reach out to Mt. Baker Landscaping to see if they’re available. K.Hart will look into other local options who are licensed and bonded. R.Whitson reiterated the communication issues (multiple pieces of equipment, timing etc.) with Tony to be sure that the same issues don’t occur this year. A.Davis agreed to be the main point of contact with the snow plow driver, R.Whitson, R.Cayen, and K.Hart agreed to be available for communication. K.Vogel will send A.Davis the contact information for last year’s snow plow.
- **Annual Meeting:** K.Vogel presented potential dates for the mailer’s for a mail-in ballot system.
  - Discussion was had about how a quorum would be reached per the Lawyer’s response.
  - Discussion was had around budget line items for R.Whitson to include.
  - *R.Cayen motioned to accept ballots postmarked by but arrive after the 21st; A.Davis seconded. R.Cayen amended her motion to read: accept ballots postmarked by the 21st, arriving no later than December 28th with a verifiable postmark, A.Davis seconded the amended motion; the motion passed with three votes in favor and one opposed.*
  - The dates decided on:
    - First mailer will go out by: November 13th, nominations need to be returned to the office no later than November 30th.
    - Second mailer will go out no later than December 4th, ballots must be returned by December 21st. (postmarked on or before the 21st, accepted no later than the 28th)
  - Counting the ballots: two volunteers, R.Whitson and R.Cayen and K.Vogel will verify and count the ballots on **Tuesday December 29th at 4PM.**
  - A.Davis confirmed that “two or more offices can be held by the same person except for the office of President”. *K.Hart motions to approve the resolution drafted by Seth Woolson regarding the annual meeting as written, A.Davis seconded. R.Whitson brought issue with item 7, wanting it to be changed to depict the board’s decision to accept ballots postmarked before or on December 21st, received no later than December 28th if the postmark is verifiable. K.Hart*

*motion amended to include the edit from R.Whitson, A.Davis seconded; motion passed with three in favor and one opposed. K.Vogel will let R.Whitson know when to come in and sign the edited resolution.*

**Meeting Closed at 5:28PM**

## Peaceful Valley Country Club Regular Meeting

10/20/20 • 7:02PM

**Roll Call:** R.Cayen, R.Whitson, A.Davis

**Additions, Deletions & Changes:** Added to new business: eco-blocks, cell towers; building permit added to manager's report.

**Minutes:** September 29th special meeting minutes tabled for next meeting. *A.Davis moved to approve the minutes of the September 15th regular meeting, R.Whitson seconded; the motion passed unanimously.*

### **Reports**

- **Treasurer:** Tabled for next meeting.
- **Manager:** K.Vogel was not present due to a family emergency.
  - K.Vogel has reached out to schedule with Valley Plumbing for electrical issues in the clubhouse.
  - K.Vogel submitted a request for the week of Thanksgiving off making up the hours the week before or after; the board approved.
  - K.Vogel did some research into the cost to replace three damaged swings and made her suggestion for cost. *R.Whitson moved to replace the three damaged swings not to exceed \$300; A.Davis seconded; the motion passed unanimously.*
  - R.Cayen detailed a building permit request she helped a resident submit to let the other board members know to expect that in an email.
- **Committees:** Did not meet.

### **Old Business**

- **Signage:** R.cayen reviewed the situation with real estate signage on PVCC community property. Discussion was had on the topic and the reasoning behind allowing no signs without exception. K.Vogel will inform both parties of the board's final decision.
- **Annual Meeting Discussion:** Per the governor's proclamation and officially obtained legal advice, Peaceful Valley can have the budget and board positions voted on via mail-in ballot, once the recommended resolution is approved by the board.
  - Discussion was had around A.Davis possibly accepting the duties of the PVCC board secretary, as well as Vice President, as needed. K.Vogel will research that possibility.
  - Discussion was had about how to decide a quorum for a mail-in ballot system.
  - R.Cayen is not comfortable with the resolution as it is currently written. *R.Whitson moved to go back to the attorney to get clarification on getting a quorum, and what happens if we do not get a quorum via mail-in ballot; A.Davis seconded; motion passed unanimously.* K.Vogel will reach out to the lawyer for clarification on the resolution:
    - Bylaw Reference
    - Quorum clarification
    - What happens if we do not get enough members responding by mail-in ballot?

- “Secretary of the association.”
  - Discussion was had regarding a time frame for the mail-in ballot system and will be discussed further at a special meeting on the topic to be held on **Sunday, November 8th at 4PM.**
- Lawyer Response review: There was no more discussion required regarding the other questions sent to the attorney.
- Road Assessment/Agreement Discussion: Discussion was had on the draft Pavement assessment received from Gray and Osborne. Including the potential cost of an assessment, and how that would be received by the homeowners.
  - R.Whitson asked for time to meet with the Road Committee to come up with a plan, R.Cayen is concerned about putting this off any longer. R.Whitson will try to meet with the Road Committee to discuss this draft before he leaves, or will meet with them when he gets back from his vacation.
  - R.Whitson pointed out that this is a draft without a conclusion and that concerns around verbiage can still be dealt with. R.Cayen will reach out to Gray and Osborne about the draft as well.
  - R.Whitson explained the system of how a “Road Fund” will work when it is actually put in place.
- Greenbelt Encroachment Update: A.Davis will schedule with R.Cayen to check this out when she can.

### **New Business**

- Tree Removal: An ongoing issue with a resident on Balfour who has several trees she would like removed from the greenbelt and behind her property. Those behind their property were found to be a part of the Balfour development and therefore not Peaceful Valley’s concern. R.Cayen went out to the property to look at the remaining trees in Peaceful Valley greenbelt. Gabriel Zender gave an estimate to remove a split cedar, among several birch trees, totalling eight trees for \$2,170; R.Cayen will forward the estimate.
  - The homeowner is willing to get an arborist report about the trees if necessary.
  - They reviewed pictures of the trees in question, A.Davis will go out and look at the trees herself to formulate an opinion before voting on it.
  - Will revisit in November.
- Eco Blocks: Discussion was had about problematic areas on Clear Valley and King Valley Dr where R.Whitson recommends putting eco blocks to keep motorized traffic from outside of Peaceful Valley from passing through.
  - K.Vogel will reach out to the property owner on King Valley regarding putting an eco block on their lot.
  - R.Cayen is comfortable moving on the Clear Valley eco block but not King valley without homeowner’s consent. A.Davis is not comfortable completely blocking the end of Clear Valley as it is used as a safe thruway without walking along the highway.
  - *R.Whitson motions to block the end of Clear Valley Drive to thru traffic with the method to be determined, R.Cayen seconded; R.Whitson clarified that it is not his objective to close it off to pedestrians and bicycles but motor bikes and quads; motion passes with two in favor and one abstention.*

- Complaint: A.Davis questioned the process of complaints as a letter was sent out without her knowledge. R.Cayen informed her that she had been made aware of the complaint and she was the board member who verified the event before the letter was sent. R.Cayen would like to request proof of license and registration for the off-road vehicle.
  - The question about whether off-road vehicles are allowed in Peaceful Valley was brought up and extensive discussion was had.
  - Discussion was had around the idea of anonymous complaints.
  - She also brought forward a concern from a resident about an alleged incident where board members entered his property without permission.
- Cell Tower: J.Hovenier reached out to R.Cayen to let her know that AT&T will be putting a cell tower on Red Mountain.

**Homeowners Forum**: No homeowners were present.

**Executive Session**: None required.

**Meeting Closed at 9:01PM**

## Peaceful Valley Country Club Special Meeting

09/29/20 • 7:00PM

**Roll Call:** R.Cayen, R.Whitson, A.Davis

### **Business:**

- **Renewal of D&O Plan:** *R.Whitson motioned to approve the renewal of the Directors and Officers policy, A. Davis seconded; motion passed unanimously.*
- **Credit Card changes per People's Bank:** The board discussed whether to continue with the same credit card plan (paying the entire balance monthly), R. Whitson will continue to be the board representative on the Credit Card account. *R.Whitson motioned to keep the credit card payment system the same, A.Davis seconded; the motion passed unanimously.*
- **Real Estate Signage:** The board discussed the ongoing topic of real estate signage at the front of Peaceful Valley or signage on any Peaceful Valley community property. A.Davis presented the option of allowing on a case-to-case basis; there was concern about doing for one, you have to do it for all. The board decided to uphold the vote that no signs are allowed on Peaceful Valley community property.
- **Board Member Resignation:** Mellonnie Altona resigned from her position on the board *R.Whitson motioned to remove M.Altona from all Peaceful Valley accounts, A.Davis seconded; motion passed unanimously.*
- **Reopening the Office:** The board reviewed the bids A.Davis provided for the board from Z&Z Solutions, LLC, Lyndale Glass as well as one from ASE Home Repair R.Whitson provided. There was discussion about the options, necessity of a full barrier/door for safety/COVID19 compliance and how to go about getting the install completed. *A.Davis motioned to have Z&Z Solutions to install the door, framing and plexiglass mounted to the countertop and wall not to exceed \$2,500.00, R.Cayen seconded; final comments were made and the motion passed with two in favor and one opposed.*

**Executive Session (to discuss possible easement issues):** R.Whitson said he would not discuss anything in the executive session as long as notes were being taken, there was a question of what the new board quorum would be, R.Whitson said he would look into it. Entered at 7:44PM, ended at 7:46PM. No decisions were made during the executive session.

**Meeting Closed at 7:46PM**

## Peaceful Valley Country Club Regular Meeting

09/15/20 • 7:02PM

**Roll Call:** R.Cayen, M.Altona, R.Whitson, A.Davis, K.Hart

**Additions, Deletions & Changes:** Transfer fee was added to old business, audit and signage were added to new business.

**Minutes:** *A.Davis moved to approve the minutes of the August 18th regular meeting, K. Hart seconded; the motion passed unanimously.*

### Reports

- Treasurer: R.Whitson read. *R.Whitson moved to approve the August Check Register, K.Hart seconded; the motion passed 4 in favor 1 abstention.*
- Manager's: Read.
  - Discussion was had about a disagreement between Peaceful Valley residents and Red Mountain residents. K.Vogel will reach out to the Red Mtn Board to schedule a Special Meeting to discuss that.
  - K.Vogel let them know that she is working to overhaul the office's organization so that it is user friendly should something happen.
  - K.Vogel will send a complaint address to R.Cayen for investigation before sending a notice of a fine.
- Committees:
  - Facilities/Clubhouse: Did not meet.
  - Youth: Did not meet.
  - Events: Did not meet.
  - Safety: Did not meet.
  - Bylaws Committee: Did not meet.
  - Roads: K.Vogel shared a brief update that the final report can be expected by September 30th, she will send it out when it comes in.

### Old Business

- Reopening Office: K.Vogel shared the quote she received for the 8'x3' acrylic divider, A.Davis said she found it for less expensive.
  - Needed for a special meeting on September 29th at 7PM: bids for the divider, full door, half door and barn door from A.Davis. K.Vogel will reach out to another contractor to see about getting a second bid as well.
- Annual Meeting Discussion: When K.Vogel was drafting the letter regarding postponing she ran into questions and asked to consult the lawyer.
  - *M.Altona motions that the board send out a letter stating that due to covid restrictions, the annual meeting will be cancelled for the year based on government restrictions and legal advisement, R.Whitson seconded; the motion passed unanimously.*
  - K.Vogel will draft an email to the attorney regarding this matter and send it to all board members for input before sending.
- Greenbelt Encroachment Update: No update. A.Davis and R.Cayen will work on this.

- **Road Agreement Update:** They are required to pay us for their use of the roads and Peaceful Valley needs to put together a supported number to give them. Those numbers are coming from analysis, to maintain and do maintenance of our roads. This includes the report we're waiting for from Gray and Osborne.
  - There were questions and concerns regarding the enforcement of maintenance fees and the Peaceful Valley rules that will affect the members of the new Association.
  - K.Vogel will look for the original document.
  - *M.Altona motions for the lawyer to verify the legitimacy of the current maintenance agreement, K.Hart seconded; motion passes unanimously.*
  - K.Vogel will add this inquiry to the email for the attorney.
- **Minutes:** *M.Altona motions to keep two separate sets of minutes: open meeting and executive session minutes; A.Davis seconded; discussion was had; motion passed with 4 in favor, 1 opposed.*
  - *M.Altona motions that we consult the attorney on whether decisions and/or voting is allowed in the executive session, A.Davis seconded; motion passed with 4 in favor, 1 opposed.'*
  - K.Vogel will add this inquiry to the email for the attorney.
- **Transfer Fee:** A.Davis expressed concerns regarding the association's transparency of the transfer fee members must pay when they sell their home. Discussion was had regarding where to display the information and the amount. A.Davis will wait for the next annual meeting to propose the addition of this information to the Bylaws.

### **New Business**

- **Electrician:** There is an ongoing issue with the emergency lights as well as an upstairs outlet that needs to be replaced. K.Vogel will have an electrician come out, and if the cost is beneath a reasonable amount (not to exceed \$250), will instruct them to go ahead with the work, otherwise she will present the quote to the board.
- **Audit:** *M.Altona motions that we have a partial review of our books, A.Davis seconded; discussion was had about the cost and options. Options looked at ranged from \$1.5k-\$10k depending on what we want to see and what the board is willing to pay. M.Altona amends the original motion to have an outside entity come in and review the books, not to exceed \$3k, K.Hart seconded; motion passed with 4 in favor, 1 opposed.*
  - Discussion was had regarding the road fund and monies meant to be added to it.
  - K.Vogel will reach out to Curnow and Curnow, PLLC to start this process.
- **Signage:** Discussion was had regarding whether or not to allow real estate signs at the entrance of Peaceful Valley. No signs are allowed on Peaceful Valley community property. K.Vogel will reach out to Windermere as well as Weichert to have them remove their signs.

**Homeowners Forum:** No homeowners present.

**Executive Session:** None required.

**Meeting Closed at 9:02PM**

## Peaceful Valley Country Club Regular Meeting

08/18/20 • 7:00PM

**Roll Call:** R.Whitson, K. Hart, R.Cayen, M.Altona, A.Davis

**Additions, Deletions & Changes:** Greenbelt concern added to old business, agenda items added by M.Altona will be moved to later in the meeting so she may address them.

**Minutes:** *A.Davis moved to approve the minutes of the June 24th regular meeting, R.Whitson seconded; the motion passed with 4 votes to approve and 1 to abstain. R.Whitson moved to approve the minutes of the July 21st regular meeting, A.Davis seconded; the motion passed with 4 votes to approve and 1 to abstain.*

### Reports

- Treasurer: Read. *R.Whitson moved to approve the June Check Register, R.Cayen seconded; the motion passed with 4 votes to approve and 1 to abstain. R.Cayen moved to approve the July Check Register, R.Whitson seconded; the motion passed with 4 votes to approve and 1 to abstain.*
- Manager's: Read.
- Committees:
  - Facilities/Clubhouse: Did not meet.
  - Youth: Did not meet.
  - Events: One request for the building at Halloween. Not planning to meet or host for the rest of 2020.
  - Safety: Did not meet.
  - Bylaws Committee: Did not meet.
  - Roads: Representative from Gray and Osbourne was out doing a site review for their official report.

### Old Business

- Reopening Building: M.Altona opened the discussion about allowing small groups to use the building. R.Cayen looked into the risk-level of re-opening and suggested that we wait until Whatcom County moved into phase 3. It was determined that we will wait until Whatcom County is moving into phase 3. State guidelines have a list available for cleaning and disinfecting, Bay City Supply has the appropriate materials. K.Vogel will reach out to those interested in using the clubhouse and let them know.
- Reopening Office: R.Whitson has yet to get a quote for a full door, he will get it before the September meeting, A.Davis will also be getting further quotes for the half door/full door. K.Vogel will pursue the cost of acrylic half-wall across the counter. Discussion was had around covering two issues with one solution, both security and covid-issues.
- Annual Meeting Discussion: A. Davis would like to have paper-ballots just in case. Per Governor Inslee's proclamation we do not *need* to have an annual meeting. *K. Hart motions to postpone the annual meeting, M.Altona seconded, motion passed unanimously.* K.Vogel will write a draft to the public regarding the decision, citing Inslee's proclamation.
- Parliamentarian: On Hold per annual meeting discussion.

- Greenbelt Encroachment: There is encroachment into the greenbelt, now the trees are being cleared from the greenbelt between two properties. A.Davis and R.Cayen will investigate and report back to K.Vogel for further action.
- Road Agreement: R.Whitson forwarded the agreement to M.Altona that states that we have the right to charge them for the roads. The report from Gray and Osbourne will be a large part of that, R.Whitson will send the document to everyone and this will be added to September's Meeting.

### **New Business**

- Transfer Fee: A.Davis brought up concern about the fee. Discussion was had. The board and K.Vogel will do their homework about when it was set and whether or not we should adjust it or state it in our rules or bylaws.
- Maintenance: Discussion was had around expectations not being met, and going forward all requests/concerns will be emailed to the office for ease of forwarding and for permanent record.
- Minutes: A.Davis was wondering how to find out what was discussed during the executive session if a meeting was missed. Discussion was had around keeping executive session records. R.Whitson expressed his opposition to keeping minutes of the executive session. M.Altona informed the board that a similar organization does in fact keep two sets of minutes, one open, one private. The board will do individual research into this to come back and make a decision in September.
- Signage/banners of PVCC Property: K.Vogel read out the request for partnership with Mt. Baker Community Coalition for posting positive messages regarding community action. Discussion was had around signs and solicitation being posted on Peaceful Valley property. It was decided to stick with the rule as it stood now- if individual community members want to post these signs (as they are not for businesses) they can, but they will not be posted on shared PVCC property.

**Homeowners Forum**: N/A

**Executive Session**: N/A

**Meeting Closed at 8:20PM**

## Peaceful Valley Country Club Regular Meeting

07/21/20 • 7:06PM

Roll Call: R.Whitson, K. Hart, R.Cayen, M.Altona

Additions, Deletions & Changes:

**Minutes:** *R.Whitson moved to approve April 27th regular meeting minutes, K.hart seconded; motion passed unanimously.*

### **Reports**

- **Treasurer:** Read. *June Check Register tabled.*
- **Manager's:** Read. Office will be closed August 28th, re-opening Friday, September 4th
- **Committees:**
  - **Facilities/Clubhouse:** Have not met. M.Altona met with Brent Cowden, let him know what the current ideas and plans were as well as plans he had for the neighborhood and where there might be overlap. K.Hart would also like to be involved. Right now this is just in a discussion phase before a proposal can even be presented.
    - Now that we are in Phase 2 there is more freedom with maintenance, board members were encouraged to reach out to K.Vogel
  - **Youth:** Did not meet.
  - **Events:** R.Cayen and K.Vogel did rounds on 4th of July and only two houses were found to be breaking the no-fireworks rule. K.Hart would like to host a Block Party to encourage community but with the restrictions as they are it was decided this is not the best to plan for right now.
  - **Safety:** Did not meet.
  - **Bylaws Committee:** Did not meet. Will meet when it is safe and in compliance with reopening to do so.
  - **Roads:** Main objective is to come up with a dollar amount to plan to fix the roads so that the new developments can have a dollar value toward the use

### **Old Business**

- **Re-Opening Plan:** R.Cayen read out the quotes for the sneeze guard, and half door to provide protection for the covid restrictions and
  - R.Cayen moved that we sign up for paid Zoom,R.Whitson seconded; motion passed unanimously.
- **Annual Meeting Discussion:** What do we do this year? State law supersedes all of our bylaws, however, if covid restrictions do not allow us to have a meeting we will be able to cancel if need be.
  - Discussion was had about playing it month by month to see where we are when it comes to it, and plan for it going ahead and planning with alternatives.
    - K.Vogel will contact the parliamentarian about running an absentee meeting or an online meeting.
    - K.Vogel will also reach out to Sudden Valley to see how they plan to run theirs.

- Rules/Bylaws Update: R.Whitson and A.Davis met to catch up on all the changes up until now, she has all the information to move forward with her proposed changes to the Bylaws.
- Street Light Reimbursement Update: K.Vogel spoke with Puget Sound Energy to see if Peaceful valley pays for any surplus street lights in residential sections, they do not. Discussion was had, it was decided that moving forward Peaceful valley will keep with its current protocol of new streetlight installation.

### **New Business**

- Newsletter: R.Cayen proposed putting out a newsletter out in August for the chipping event, the annual meeting, including a notice about volunteers and asking after more volunteers to help to haul and pile branches at the curb.
- Clubhouse Shelter: Jessica Bee inquired with R.Cayen about the potential of making the clubhouse an emergency shelter. There would be grant funding (through Whatcom County) to prepare the building to serve that purpose 365 days a year. This is just food for thought right now, no decisions have been made.
- Chipping September: covered during the newsletter discussion.

**Homeowners Forum**: Welcomed a new family to the neighborhood.

**Executive Session**: Entered into at 8:01PM to discuss potential legal matters. Exited the executive session at 8:12PM, no decisions were made.

- R.Cayen moves to allow R.Whitson discretion to decide which of the trees quoted for removal actually need to be removed, K.Hart seconded; motion passed unanimously.

**Meeting Closed at 8:17PM**

## Peaceful Valley Country Club Regular Meeting

06/24/20 • 7:03PM

Roll Call: R.Whitson, R.Cayen, A.Davis

Additions, Deletions & Changes: N/A

**Minutes:** *R.Whitson moved to approve May 19th regular meeting minutes, A.Davis seconded; motion passed unanimously.*

### **Reports**

- **Treasurer:** Read. *R.Whitson moved to approve the May check register, A.Davis seconded; motion passed unanimously.*
- **Manager's:** K.Vogel informed the board that she re-opened the office after ordering face masks, sanitizer and sanitizing wipes. Manager's report was read.
- **Committees:**
  - **Facilities/Clubhouse:** Did not meet.
  - **Youth:** Did not meet.
  - **Events:** Following discussion, the board decided to officially cancel the 4th of July BBQ, and not allow the use of the lower parking lot for fireworks this year, as the risk of liability will be too high.
  - **Safety:** Did not meet.
  - **Bylaws Committee:** Did not meet. Will meet when it is safe and in compliance with reopening to do so.
  - **Roads:** Just waiting for an edited bid contract from Gray and Osbourne that included all main and side roads as well as cul de sacs before signing.

### **Old Business**

- **Re-opening:** Discussion was had regarding the reopening of the office, R.Whitson agreed to get mask information from the foodbank. K.Vogel will get an estimate for a plexiglass barrier. R.Whitson will get a quote to add a swing door at the end of the counter so that people cannot invite themselves behind the desk.
- **Conflict Resolution Meeting:** Discussion was had around the possibility of hosting an online version of the seminar, R.Cayen weighed in, having attended an online offering of it, and the board decided that for the Peaceful Valley Community, it is best to wait until the course can be held in-person.
- **Rules & Bylaws:** Discussion was had around what board members felt needed to be clarified in November. K.Vogel recommended working backward from the current Rules and Regulations to make them easier to enforce. R.Whitson agreed to meet with A.Davis and K.Vogel to go over edits and notes on the bylaws made by a previous Bylaw Committee.

### **New Business**

- **Street Light Reimbursement:** An issue about an alleged agreement between a previous PVCC Board of Directors and a resident regarding reimbursement for the monthly cost of adding a PSE streetlight on a residential street was brought to the board's attention.

K.Vogel will search the minutes from that time and contact PSE to clarify which streetlights the association pays for before the July meeting.

- Annual Meeting: Given the Governor's proclamation, HOA's are not required to follow typical rules around annual meetings. Topic will be added to July's agenda for further discussion.
- Building Improvements: Brent Cowden reached out to discuss the potential of a future agreement between Balfour Village residents and Peaceful Valley in order to utilize
- Late Fees: Per the governor's proclamation, late fees are not to be applied right now.
- 4th of July Fine: R.Cayen will ask Colin to put out the signs at either entrance, sure to leave the part about the BBQ off. R.Cayen will be doing rounds on 4th of July to apply fines.
- Chipping Event: The next chipping event is coming in September, folks will need to sign up in advance again. Flyers will be ready soon.

**Homeowners Forum: N/A**

**Meeting Closed at 7:40PM**

## **Peaceful Valley Country Club Regular Meeting**

05/19/20 • 6:08PM

Roll Call: R.Whitson, K. Hart, R.Cayen, A.Davis

Additions, Deletions & Changes: Green Valley Ct. update, messy lots

**Minutes:** *R.Whitson moved to approve April 27th regular meeting minutes, K.hart seconded; motion passed unanimously.*

### **Reports**

- Treasurer: Read. *R.Cayen moved to approve the April check register, A.Davis seconded; motion passed unanimously.*
- Manager's: Read.
- Committees:
  - Facilities/Clubhouse: Did not meet.
  - Youth: Did not meet.
  - Events: Following discussion, the board decided to officially cancel the 4th of July BBQ, and not allow the use of the lower parking lot for fireworks this year, as the risk of liability will be too high.
  - Safety: Did not meet.
  - Bylaws Committee: Did not meet. Will meet when it is safe and in compliance with reopening to do so.
  - Roads: Bid will be on the way to R.Cayen as soon as possible for her to sign.

### **Old Business**

- Newsletter: items to include are 4th of July cancellation, how to stay up-to-date (facebook, website, zoom meetings), chipping event (pics from May's, reminder to register for Fall)
- Re-opening: Discussion was had regarding the reopening of the office and clubhouse, R.Whitson agreed to look into a quote for a plexiglass barrier to be installed in the office. K.Vogel would post about face masks being required.

### **New Business**

- Green Valley Ct: K. Vogel gave an update; Peaceful Valley is currently waiting for the surveyor to reach out and schedule so she can send notification to the lot in question.
- Rules/Fines/Enforcement: K.Hart said she was willing to go around and take notes regarding troubled lots but doesn't feel confident that she knows the rules well enough. Discussion was had regarding what was "garbage" versus what was stored items and discussion of tightening and better defining the rules via bylaw changes/ architectural committee guidelines. The board members present agreed to evaluate the rules, choose one and come back to this with a clear plan to address the issues they're concerned about.

**Homeowners Forum: N/A**

**Meeting Closed at 6:47PM**



## Peaceful Valley Country Club Regular Meeting

04/27/20 • 3:00PM

Roll Call: R.Whitson, K. Hart, R.Cayen, A.Davis

Additions, Deletions & Changes: Green Valley Ct. greenbelt discussion.

**Minutes:** *R.Whitson moved to approve February 18th regular meeting, K.hart seconded; motion passed unanimously.*

### Reports

- Treasurer: Read. *R.Whitson moved to approve the March check register, K.Hart seconded; motion passed unanimously. R.Whitson moved to approve the February check register, K.Hart seconded; motion passed unanimously.*
- Manager's: Read.
- Committees:
  - Facilities/Clubhouse: Did not meet.
  - Youth: Did not meet.
  - Events: Discussion was had regarding the cancellation of 4th of July activities. Decision was postponed for the May meeting, K.Vogel will speak to the insurance about the possibility of offering the clubhouse grounds for use as a space to set off fireworks, if the county allows them, and they are still being sold.
  - Safety: Did not meet.
  - Bylaws Committee: Did not meet. R.Whitson will assist A.Davis when the discussion does go through.

### Old Business

- Road Committee Update: R.whitson informed the board of the Road Committees unanimous recommendation to move forward with the engineering bid from Grey and Osborne to have a professional evaluation done of our roads. *A.Davis moved to accept the engineering bid from Grey and Osborne for \$5,570.00, K.Hart seconded, motion passed unanimously.* R.Whitson will move forward with this.
- Chipping Event Update: More grant funding was secured. The roving Chipping Event is still moving forward, there are more people with limb-piles than signed up and more participants overall than the previous event and they are still accepting participants.
- Red Mtn Easement: K.Vogel sent the adjusted easement agreement to Jack Hovenier for review, they approved of the changes made. *R.Cayen moved to approve the Easement Agreement as written, K.Hart seconded, motion passed unanimously.* K.Vogel will send word to the lawyer to have it officially drawn up for signatures and notarization.

### New Business

- Green Valley Ct.: There is an on-going dispute over the boundaries of a greenbelt located behind Green Valley Ct.. R.Whitson would like to use the suggestion of a surveyor to try and get residents to clean up their property line, with the possibility of getting the space surveyed. *R.Cayen moved to approve the hiring of a surveyor, not to exceed \$500, R.Whitson seconded; motion passed unanimously.*

**Homeowners Forum: N/A**

**Executive Session:** A potential legal matter was discussed with no decisions made.

**Meeting Closed at 4:15PM**

## Peaceful Valley Country Club Regular Meeting

02/18/20 • 7:00PM

Roll Call: R.Whitson, M.Altona, R.Cayen, A.Davis

Additions, Deletions & Changes: Cleaning Proposal added to New Business, homeowner's forum moved to the beginning.

### Homeowners Forum:

- Concern was raised about missing or vandalized street signs.
- Question was asked regarding trash pick up at the bus stop at the West entrance. As well as rubbish along Kendall Hwy that wasn't thrown from a vehicle but over the fence. They will go with K.Vogel

**Minutes:** *R.Whitson moved to approve January 21st regular meeting, M.Altona seconded; motion passed unanimously.*

### Reports

- Treasurer: Read. *R.Whitson moved to approve January's check register, A.Davis seconded; motion passed unanimously.*
- Manager's: Read. R.Cayen will open and close for the 2/22 event.
- Committees:
  - Roads: R.Whitson met individually with members, they are not ready to present to the board. The road committee will have a recommendation in March, the board will review the two proposals turned in, regarding outside consulting on what is necessary for road repairs.
  - Facilities/Clubhouse: Did not meet.
  - Youth: Did not meet.
  - Events: Not here to report. Fourth of July Event will begin at 6PM, Cinco de Mayo event will be spearheaded by M.Altona.
  - Safety: Did not meet. **Community volunteers are needed for this committee- if there are interested parties, they can email [peacefulvalleycc@gmail.com](mailto:peacefulvalleycc@gmail.com) to sign up.**
  - Bylaws Committee: Interest is growing, did not meet. **Community volunteers are needed for this committee- if there are interested parties, they can email [peacefulvalleycc@gmail.com](mailto:peacefulvalleycc@gmail.com) to sign up.**

### Old Business

- Septic Update: Amber needs to speak to Brent, and upside down paint to mark where the septic is located. K.Vogel will search through the available maps in the office to see if there is one including our property lines.
- Chipping Event Update: Peaceful Valley is partnering with the Clean Air Agency for an April roving chipping event to help remove downed tree limbs. Registration is through R.Cayen, and will go out in the newsletter.
- Newsletter: Grant catalog, roving chipping event, Cinco de Mayo. Suggested event: another clean up, will be added to the March Agenda.

- WDRC Conflict Resolution Course: Grant application was turned in on time, waiting to hear whether our application has been accepted.
- Lien Process: Lawyer? What is the cut off for a lien? The statute of limitations of dues is seven years. What can we feasibly recoup? R.Whitson will work with K.Vogel to put together a packet regarding liens for the March meeting.

### **New Business**

- Red Mtn. Easement: The attorney has not reviewed the easement proposal document. There is a document that says Green Valley Drive belongs to Red Mtn., which they do not want. They drew up an easement proposal to return Green Valley Drive to Peaceful Valley in exchange for an easement that includes Hide-a-way Ln. *M.Altona motions to have the lawyer review the documents, A.Davis seconded; motion passed unanimously.*
- Grant Catalog: R.Cayen applied to a project Neighborly grant, and there is a catalog of the proposed grants. The link for the catalog
- Cleaning: A.Davis proposed the purchase for a swiffer wet jet, as well as a cordless vacuum. Swiffer will be purchased by K.Vogel for the building.

**Executive Session**: N/A

**Meeting Closed at 7:45PM**

## Peaceful Valley Country Club Regular Meeting

01/21/20 • 7:02PM

Roll Call: R.Whitson, M.Altona, K.Hart, R.Cayen, A.Davis

Additions, Deletions & Changes: Snow Removal Policy Review will be moved up when the plow company drives.

Minutes: *M.Altona moved to approve December 17th regular meeting, A.Davis seconded; motion passed unanimously.*

*M.Altona moved to approve December 27th Special meeting minutes, R.Whitson seconded; motion passed unanimously.*

### **Reports**

- **Treasurer**: Read. Spent 19% of the budget in the first quarter.
  - R.Whitson moved to approve December Check Register, K.Hart seconded, motion passed unanimously.
- **Manager's**: Read. K.Vogel Smith discussed the new tracking method, manager's report and made a request to the board for a new version of Quickbooks.
  - R.Whitson moved to purchase updated quickbooks program, K.Hart seconded, motion passed unanimously.
- **Committees**
  - **Roads**: Did not meet.
  - **Facilities/Clubhouse**: Did not meet.
  - **Youth**: Opened clubhouse to youth free time.
  - **Events**: The NYE event went alright, could have been better with more people involved. About 25 people attended.
    - Christmas Light Contest final was: 1st:234-1; 2nd:185-1, 3rd:199-1.  
K.Vogel will distribute the prizes appropriately.
  - **Safety**: Did not meet. **Community volunteers are needed for this committee- if there are interested parties, they can email [peacefulvalleycc@gmail.com](mailto:peacefulvalleycc@gmail.com) to sign up.**
  - **Bylaws Committee**: Did not meet. **Community volunteers are needed for this committee- if there are interested parties, they can email [peacefulvalleycc@gmail.com](mailto:peacefulvalleycc@gmail.com) to sign up.**

### **Old Business**

- **Merchant Services Update**: Up and running, we have already received nearly \$2k in dues payments via credit card. K.Vogel will have a more detailed report available in February, following the training on how to use the reporting software.
- **Lien Process**: Tabled for February meeting.
- **Water Leak Update**: Leak was fixed and the amount owed to the water district was adjusted accordingly.
- **DNR Report Overview**: R.Cayen went out with DNR to assess the forested areas of Peaceful Valley. He said that we are not a natural forest, as they are surrounded by homes. He also assured R.Cayen that we are doing things appropriately, taking out trees reactively. Meaning trees will continue to be dealt with as reported.

- Septic Update: Septic is located beneath Balfour Village's downed log pile. R.Cayen will reach out to them about that. A.Davis got another quote for repairs and pumps, the price is comparable but includes pumping.

### **New Business:**

- Snow Removal Policy Evaluation: The current policy is three inches triggers an initial plow; the recent snow event had two inches followed by freezing temperatures. The plow driver recommended preemptively de-icing the stop signs and calling a plow in sooner to prevent a frozen layer.
  - Issues were brought up regarding the equipment being used versus the cost of the work.
  - Discussion was had around the idea of being more flexible with when to trigger our plow and communication. As well as sand for traction and where to regularly salt.
  - The resident of 2421 shared his opinion of the plow job. He plows for the city of Bellingham and understands that the budget is different but still believes the plow driver doesn't know what he's doing. His suggestion was to find someone else. Rubber blades (doubled up) can take the weight of the blade without the use of shoes.
  - It was determined that PVCC will look into other bids as well as the cost of a truck for and legality around it for the future.
- Valentine's Day Dance: There are lots of decorations leftover from last year, but with three board members being gone in the days leading up to it, the board decided to skip this event.
- Chipping Event: R.Cayen applied for a project neighborly grant for a chipping event with the conservation district. It has no financial responsibilities R.Cayen moved to partner with the conservation district for the Project neighborly grant, R.Whitson seconded, motion passed with four votes in favor and one abstention.
- Newsletter: Flyer of the chipping event, Fourth of July, HOA Conflict Resolution and Summer Health and Safety Program. Board members will send in more.
- WDRC Conflict Resolution Course: HOA conflict resolution training, first come first serve, no cost, applications are due by February 15th. R.Cayen will apply for it.

### **Homeowner's Forum:**

- There were questions regarding the trouble lot on Sprague. K.Vogel gave an update on what has been done and what will be happening.
  - Suggestion was made to translate any future correspondence into Russian for better communication.

**Executive Session**: Entered into Executive Session at 8:15PM. There was discussion regarding the DNR representative's opinions and the implication on current legal matters, no decisions were made. Executive session ended at 8:19PM

**Meeting Closed at 8:19PM**

## Peaceful Valley Country Club Regular Meeting

12/29/20 • 7:07PM

**Roll Call:** Rebecca Cayen, Richard Whitson, Amber Davis, John Horsmon

### **Additions, Deletions & Changes:**

**Minutes:** *R.Whitson moved to approve the minutes of the November 19th Regular meeting, A.Davis seconded; the motion passed unanimously.*

### **Reports**

- **Treasurer:** *R.Whitson moved to approve the November Check Register, A.Davis seconded; the motion passed unanimously.*
- **Manager:** K.Vogel presented the Manager's report.
  - Late fee removal discussion was had, the decision was made that if the principal is paid off, the late fees would be removed.
  - Payment plan request was approved for \$50/month until the total is paid off.
- **Committees:** No committees have met. K.Vogel will forward the road report to J.Horsmon, R.Whitson will set up a meeting with Gray and Osborne to discuss the report.

### **Old Business**

- **Updates:**
  - K.Vogel gave an update that the office construction was complete, R.Whitson questioned having the full bid in place so we could compare the work to the cost. R.Cayen stated that she thought it looked great, exactly as requested.
  - R.Cayen caught the Board up on a greenbelt tree issue on Sprague, discussion was had about reminding our tree cutter to be more judicious about what is said to residents, K.Vogel will speak to him about that. K.Vogel will send J.Horsmon the background information on this issue so he can go out and take a look.
  - K.Vogel updated about the response to the Annual meeting, that twenty-five viable votes were received, enough for a quorum, and the outcome of the vote count.
    - Amber Davis received 20 votes and will be serving another two years on the Board.
    - John Horsmon Jr. received 14 votes and will be serving a two year on the Board.
    - Crystal Davis received 12 votes, which was not enough for a position on the Board.
- **Snow Removal:** A.Davis updated the Board on the search for a snow removal company. J.Horsmon considered taking the lead on the snow removal. Discussion was had around Wash Boys as an option. J.Horsmon will contact them to draw up a contract to consider.

### **New Business**

- **Wildfire Mitigation in Greenbelts:** R.Cayen gave the background of the Board's work with DNR and their recommendations from 2019. Whatcom Conservation Corps has

man-power available between now and April to do some work for wildfire mitigation (free labor to go through the greenbelts to pull out debris and dead trees). Discussion was had on how the Board would prioritize the greenbelts if the resources are still available with the goal to make it wildfire prepared. R.Cayen will send out the email with this information again, and touch base to be sure it is still available.

- **Office Manager Contract:** Needs to be changed to reflect the appropriate time frame. Discussion was had around the Larson Gross suggestion to have further training. *R.Whitson motioned to approve the contract with edits discussed, A.Davis seconded, the motion passed unanimously.*
- **Larson Gross Review:** R.Cayen reviewed the report and the suggestions were discussed, K.Vogel will be attending a course at Whatcom Community College on Quickbooks to help tidy them up.
- **Welcome Packet:** K.Vogel asked for the board's consideration of a Welcome Packet, and will follow up within a week to prompt any edits to the welcome letter. R.Cayen and R.Whitson will see if it is possible for the Water District to notify Peaceful Valley when a home is transferred to a new owner.
- **Maintenance Position:** Collin put in his resignation for the maintenance position, his thirty days notice is up on January 14th, and he will continue to do minor repairs between now and then. K.Vogel will send out a prompt email for what we're looking for in the next maintenance person, where we should advertise, what verbiage should be used etc.
  - K.Vogel will reach out to a previous applicant to see if he is licensed and willing to fill in for the meantime.

**Homeowners Forum:** No homeowners were present.

**Executive Session:** Entered into Executive Session at 8:11PM and left 8:24PM, no decisions were made.

- *R.Whitson motioned to contact the lawyer to get advice regarding the issue property on Sprague, J.Horsmon seconded; the motion passed unanimously. R.Whitson will reach out to the lawyer for advice.*

**Meeting Closed at 8:25PM**

## Peaceful Valley Country Club Regular Meeting

11/19/20 • 7:09PM

**Roll Call:** R.Cayen, R.Whitson, A.Davis

**Additions, Deletions & Changes:** Added to new business: Red Mtn Update

**Minutes:** *R.Whitson moved to approve the minutes of the September 29th Special meeting, A.Davis seconded; the motion passed unanimously. R.Whitson moved to approve the minutes of the October 20th regular meeting, A.Davis seconded; the motion passed unanimously. R.Whitson moved to approve the minutes of the November 8th Special meeting, A.Davis seconded; the motion passed unanimously.*

### Reports

- Treasurer: *R.Whitson moved to approve the September Check Register, A.Davis seconded; the motion passed unanimously. R.Whitson moved to approve the October Check Register, A.Davis seconded; the motion passed unanimously.*
- Manager: K.Vogel updated on an outstanding tree permit request, R.Cayen will follow up on that one as well as a complaint about a greenbelt tree behind Green Valley, she will also follow up with a complaint about a fence and unsightly lot.
- Committees:
  - Road Committee: R.Cayen agreed to join the Road Committee

### Old Business

- Annual Meeting Update/Questions: K.Vogel posed the question about whether or not to include a pre-addressed envelope for the ballot to be returned in, as well as whether or not to include the dues notice as the second mailer would go out at the same time. The board discussed and agreed to both being included, as well as an additional notice asking to keep cars off the roads during snow events, to make it easier for the plow.
- Office Construction Update: A.Davis sent a message to the contractors to get a date for when work on the office will begin. She will urge them to go
- Snow Removal: A.Davis called around for snow removal pricing. Our previous snow company, T.Jimenez, is ready to go in the meantime with: 150/hr (2 smaller snow removal vehicles); 175/ 1st 1.5hr Mt Baker Landscaping, 125/hr after (large snow removal vehicle); \$150/1st hr, \$80/hr after Troy [unknown business name] (unsure of the equipment). If there is a snow event between now and the next meeting, T.Jimenez will be called to come plow, while A.Davis continues to pursue snow removal pricing.
- Budget Review: K.Vogel will forward the reconciliation that R.Whitson submitted. R.Whitson presented the budget and answered questions regarding it from A.Davis and R.Cayen and discussion was had. K.Vogel will add the Office Manager Contract to December's Agenda. *R.Cayen moved to approve the budget as written to be sent out to be voted on by the association, A.Davis seconded; the motion passed with two votes in favor and one opposed.*
- Greenbelt Trees:
  - Sprague: A.Davis went out to look at the trees in question, she did not get a secondary bid, and questioned why one of the trees needed to be removed. The

board decided that the other trees needed removing and agreed to have Gabe Zender revise his bid to remove the smaller trees. A.Davis informed the board of how another local association handles green belt issues. *R.Whitson moved to remove all trees listed on the quote from Zender Tree Service aside from the split cedar, R.Cayen seconded; discussion was had; the motion passed with two votes in favor and one opposed.*

### **New Business**

- **Governor's Proclamation**: Per the latest proclamation, the governor recommended that offices such as Peaceful Valley should close if they are able.
- **Drop Box**: K.Vogel sent out links to two options for drop boxes for the board to consider. The board discussed the possibility. *R.Cayen moved to purchase a dropbox not to exceed \$125, A.Davis seconded; the motion passed with two votes in favor, one vote opposed.*
- **Red Mtn. Meeting**: R.Cayen and K.Vogel met with two members of the current Red Mountain board. R.Cayen summarized the conversation, including: a gate that will be put in place citing private property allowing respectful guests, how best to support each other, the road agreement/usage and keeping the lines of communication open between the two associations.

**Homeowners Forum**: No homeowners were present.

**Executive Session**: None required.

**Meeting Closed at 8:25PM**

## Peaceful Valley Country Club Special Meeting

11/08/20 • 4:01PM

**Roll Call:** R.Cayen, R.Whitson, A.Davis, K.Hart

### **Business:**

- **Complaints:** The process for how complaints are dealt with was discussed. Going forward K.Vogel will respond appropriately (ie. have a board member investigate, send a letter, put a fine in place etc.) and send out any complaints received at the end of each week.
  - A specific complaint regarding lot lines and fences requests was discussed.
- **Parking:** There is no clear-cut rule about residents parking on Peaceful Valley roads. Discussion was had about the verbiage and enforcement of the rule. The board will amend the rule sheet at the November Regular meeting to add a “no-parking on Peaceful Valley roads, rules”.
- **Snow Removal:** The board discussed snow removal for this season. A.Davis will reach out to Mt. Baker Landscaping to see if they’re available. K.Hart will look into other local options who are licensed and bonded. R.Whitson reiterated the communication issues (multiple pieces of equipment, timing etc.) with Tony to be sure that the same issues don’t occur this year. A.Davis agreed to be the main point of contact with the snow plow driver, R.Whitson, R.Cayen, and K.Hart agreed to be available for communication. K.Vogel will send A.Davis the contact information for last year’s snow plow.
- **Annual Meeting:** K.Vogel presented potential dates for the mailer’s for a mail-in ballot system.
  - Discussion was had about how a quorum would be reached per the Lawyer’s response.
  - Discussion was had around budget line items for R.Whitson to include.
  - *R.Cayen motioned to accept ballots postmarked by but arrive after the 21st; A.Davis seconded. R.Cayen amended her motion to read: accept ballots postmarked by the 21st, arriving no later than December 28th with a verifiable postmark, A.Davis seconded the amended motion; the motion passed with three votes in favor and one opposed.*
  - The dates decided on:
    - First mailer will go out by: November 13th, nominations need to be returned to the office no later than November 30th.
    - Second mailer will go out no later than December 4th, ballots must be returned by December 21st. (postmarked on or before the 21st, accepted no later than the 28th)
  - Counting the ballots: two volunteers, R.Whitson and R.Cayen and K.Vogel will verify and count the ballots on **Tuesday December 29th at 4PM.**
  - A.Davis confirmed that “two or more offices can be held by the same person except for the office of President”. *K.Hart motions to approve the resolution drafted by Seth Woolson regarding the annual meeting as written, A.Davis seconded. R.Whitson brought issue with item 7, wanting it to be changed to depict the board’s decision to accept ballots postmarked before or on December 21st, received no later than December 28th if the postmark is verifiable. K.Hart*

*motion amended to include the edit from R.Whitson, A.Davis seconded; motion passed with three in favor and one opposed. K.Vogel will let R.Whitson know when to come in and sign the edited resolution.*

**Meeting Closed at 5:28PM**

## Peaceful Valley Country Club Regular Meeting

10/20/20 • 7:02PM

**Roll Call:** R.Cayen, R.Whitson, A.Davis

**Additions, Deletions & Changes:** Added to new business: eco-blocks, cell towers; building permit added to manager's report.

**Minutes:** September 29th special meeting minutes tabled for next meeting. *A.Davis moved to approve the minutes of the September 15th regular meeting, R.Whitson seconded; the motion passed unanimously.*

### Reports

- Treasurer: Tabled for next meeting.
- Manager: K.Vogel was not present due to a family emergency.
  - K.Vogel has reached out to schedule with Valley Plumbing for electrical issues in the clubhouse.
  - K.Vogel submitted a request for the week of Thanksgiving off making up the hours the week before or after; the board approved.
  - K.Vogel did some research into the cost to replace three damaged swings and made her suggestion for cost. *R.Whitson moved to replace the three damaged swings not to exceed \$300; A.Davis seconded; the motion passed unanimously.*
  - R.Cayen detailed a building permit request she helped a resident submit to let the other board members know to expect that in an email.
- Committees: Did not meet.

### Old Business

- Signage: R.cayen reviewed the situation with real estate signage on PVCC community property. Discussion was had on the topic and the reasoning behind allowing no signs without exception. K.Vogel will inform both parties of the board's final decision.
- Annual Meeting Discussion: Per the governor's proclamation and officially obtained legal advice, Peaceful Valley can have the budget and board positions voted on via mail-in ballot, once the recommended resolution is approved by the board.
  - Discussion was had around A.Davis possibly accepting the duties of the PVCC board secretary, as well as Vice President, as needed. K.Vogel will research that possibility.
  - Discussion was had about how to decide a quorum for a mail-in ballot system.
  - R.Cayen is not comfortable with the resolution as it is currently written. *R.Whitson moved to go back to the attorney to get clarification on getting a quorum, and what happens if we do not get a quorum via mail-in ballot; A.Davis seconded; motion passed unanimously.* K.Vogel will reach out to the lawyer for clarification on the resolution:
    - Bylaw Reference
    - Quorum clarification
    - What happens if we do not get enough members responding by mail-in ballot?

- “Secretary of the association.”
  - Discussion was had regarding a time frame for the mail-in ballot system and will be discussed further at a special meeting on the topic to be held on **Sunday, November 8th at 4PM.**
- Lawyer Response review: There was no more discussion required regarding the other questions sent to the attorney.
- Road Assessment/Agreement Discussion: Discussion was had on the draft Pavement assessment received from Gray and Osborne. Including the potential cost of an assessment, and how that would be received by the homeowners.
  - R.Whitson asked for time to meet with the Road Committee to come up with a plan, R.Cayen is concerned about putting this off any longer. R.Whitson will try to meet with the Road Committee to discuss this draft before he leaves, or will meet with them when he gets back from his vacation.
  - R.Whitson pointed out that this is a draft without a conclusion and that concerns around verbiage can still be dealt with. R.Cayen will reach out to Gray and Osborne about the draft as well.
  - R.Whitson explained the system of how a “Road Fund” will work when it is actually put in place.
- Greenbelt Encroachment Update: A.Davis will schedule with R.Cayen to check this out when she can.

### **New Business**

- Tree Removal: An ongoing issue with a resident on Balfour who has several trees she would like removed from the greenbelt and behind her property. Those behind their property were found to be a part of the Balfour development and therefore not Peaceful Valley’s concern. R.Cayen went out to the property to look at the remaining trees in Peaceful Valley greenbelt. Gabriel Zender gave an estimate to remove a split cedar, among several birch trees, totalling eight trees for \$2,170; R.Cayen will forward the estimate.
  - The homeowner is willing to get an arborist report about the trees if necessary.
  - They reviewed pictures of the trees in question, A.Davis will go out and look at the trees herself to formulate an opinion before voting on it.
  - Will revisit in November.
- Eco Blocks: Discussion was had about problematic areas on Clear Valley and King Valley Dr where R.Whitson recommends putting eco blocks to keep motorized traffic from outside of Peaceful Valley from passing through.
  - K.Vogel will reach out to the property owner on King Valley regarding putting an eco block on their lot.
  - R.Cayen is comfortable moving on the Clear Valley eco block but not King valley without homeowner’s consent. A.Davis is not comfortable completely blocking the end of Clear Valley as it is used as a safe thruway without walking along the highway.
  - *R.Whitson motions to block the end of Clear Valley Drive to thru traffic with the method to be determined, R.Cayen seconded; R.Whitson clarified that it is not his objective to close it off to pedestrians and bicycles but motor bikes and quads; motion passes with two in favor and one abstention.*

- Complaint: A.Davis questioned the process of complaints as a letter was sent out without her knowledge. R.Cayen informed her that she had been made aware of the complaint and she was the board member who verified the event before the letter was sent. R.Cayen would like to request proof of license and registration for the off-road vehicle.
  - The question about whether off-road vehicles are allowed in Peaceful Valley was brought up and extensive discussion was had.
  - Discussion was had around the idea of anonymous complaints.
  - She also brought forward a concern from a resident about an alleged incident where board members entered his property without permission.
- Cell Tower: J.Hovenier reached out to R.Cayen to let her know that AT&T will be putting a cell tower on Red Mountain.

**Homeowners Forum**: No homeowners were present.

**Executive Session**: None required.

**Meeting Closed at 9:01PM**

## Peaceful Valley Country Club Special Meeting

09/29/20 • 7:00PM

**Roll Call:** R.Cayen, R.Whitson, A.Davis

### **Business:**

- **Renewal of D&O Plan:** *R.Whitson motioned to approve the renewal of the Directors and Officers policy, A. Davis seconded; motion passed unanimously.*
- **Credit Card changes per People's Bank:** The board discussed whether to continue with the same credit card plan (paying the entire balance monthly), R. Whitson will continue to be the board representative on the Credit Card account. *R.Whitson motioned to keep the credit card payment system the same, A.Davis seconded; the motion passed unanimously.*
- **Real Estate Signage:** The board discussed the ongoing topic of real estate signage at the front of Peaceful Valley or signage on any Peaceful Valley community property. A.Davis presented the option of allowing on a case-to-case basis; there was concern about doing for one, you have to do it for all. The board decided to uphold the vote that no signs are allowed on Peaceful Valley community property.
- **Board Member Resignation:** Mellonnie Altona resigned from her position on the board *R.Whitson motioned to remove M.Altona from all Peaceful Valley accounts, A.Davis seconded; motion passed unanimously.*
- **Reopening the Office:** The board reviewed the bids A.Davis provided for the board from Z&Z Solutions, LLC, Lyndale Glass as well as one from ASE Home Repair R.Whitson provided. There was discussion about the options, necessity of a full barrier/door for safety/COVID19 compliance and how to go about getting the install completed. *A.Davis motioned to have Z&Z Solutions to install the door, framing and plexiglass mounted to the countertop and wall not to exceed \$2,500.00, R.Cayen seconded; final comments were made and the motion passed with two in favor and one opposed.*

**Executive Session (to discuss possible easement issues):** R.Whitson said he would not discuss anything in the executive session as long as notes were being taken, there was a question of what the new board quorum would be, R.Whitson said he would look into it. Entered at 7:44PM, ended at 7:46PM. No decisions were made during the executive session.

**Meeting Closed at 7:46PM**

## Peaceful Valley Country Club Regular Meeting

09/15/20 • 7:02PM

**Roll Call:** R.Cayen, M.Altona, R.Whitson, A.Davis, K.Hart

**Additions, Deletions & Changes:** Transfer fee was added to old business, audit and signage were added to new business.

**Minutes:** *A.Davis moved to approve the minutes of the August 18th regular meeting, K. Hart seconded; the motion passed unanimously.*

### Reports

- Treasurer: R.Whitson read. *R.Whitson moved to approve the August Check Register, K.Hart seconded; the motion passed 4 in favor 1 abstention.*
- Manager's: Read.
  - Discussion was had about a disagreement between Peaceful Valley residents and Red Mountain residents. K.Vogel will reach out to the Red Mtn Board to schedule a Special Meeting to discuss that.
  - K.Vogel let them know that she is working to overhaul the office's organization so that it is user friendly should something happen.
  - K.Vogel will send a complaint address to R.Cayen for investigation before sending a notice of a fine.
- Committees:
  - Facilities/Clubhouse: Did not meet.
  - Youth: Did not meet.
  - Events: Did not meet.
  - Safety: Did not meet.
  - Bylaws Committee: Did not meet.
  - Roads: K.Vogel shared a brief update that the final report can be expected by September 30th, she will send it out when it comes in.

### Old Business

- Reopening Office: K.Vogel shared the quote she received for the 8'x3' acrylic divider, A.Davis said she found it for less expensive.
  - Needed for a special meeting on September 29th at 7PM: bids for the divider, full door, half door and barn door from A.Davis. K.Vogel will reach out to another contractor to see about getting a second bid as well.
- Annual Meeting Discussion: When K.Vogel was drafting the letter regarding postponing she ran into questions and asked to consult the lawyer.
  - *M.Altona motions that the board send out a letter stating that due to covid restrictions, the annual meeting will be cancelled for the year based on government restrictions and legal advisement, R.Whitson seconded; the motion passed unanimously.*
  - K.Vogel will draft an email to the attorney regarding this matter and send it to all board members for input before sending.
- Greenbelt Encroachment Update: No update. A.Davis and R.Cayen will work on this.

- **Road Agreement Update:** They are required to pay us for their use of the roads and Peaceful Valley needs to put together a supported number to give them. Those numbers are coming from analysis, to maintain and do maintenance of our roads. This includes the report we're waiting for from Gray and Osborne.
  - There were questions and concerns regarding the enforcement of maintenance fees and the Peaceful Valley rules that will affect the members of the new Association.
  - K.Vogel will look for the original document.
  - *M.Altona motions for the lawyer to verify the legitimacy of the current maintenance agreement, K.Hart seconded; motion passes unanimously.*
  - K.Vogel will add this inquiry to the email for the attorney.
- **Minutes:** *M.Altona motions to keep two separate sets of minutes: open meeting and executive session minutes; A.Davis seconded; discussion was had; motion passed with 4 in favor, 1 opposed.*
  - *M.Altona motions that we consult the attorney on whether decisions and/or voting is allowed in the executive session, A.Davis seconded; motion passed with 4 in favor, 1 opposed.'*
  - K.Vogel will add this inquiry to the email for the attorney.
- **Transfer Fee:** A.Davis expressed concerns regarding the association's transparency of the transfer fee members must pay when they sell their home. Discussion was had regarding where to display the information and the amount. A.Davis will wait for the next annual meeting to propose the addition of this information to the Bylaws.

### **New Business**

- **Electrician:** There is an ongoing issue with the emergency lights as well as an upstairs outlet that needs to be replaced. K.Vogel will have an electrician come out, and if the cost is beneath a reasonable amount (not to exceed \$250), will instruct them to go ahead with the work, otherwise she will present the quote to the board.
- **Audit:** *M.Altona motions that we have a partial review of our books, A.Davis seconded;* discussion was had about the cost and options. Options looked at ranged from \$1.5k-\$10k depending on what we want to see and what the board is willing to pay. *M.Altona amends the original motion to have an outside entity come in and review the books, not to exceed \$3k, K.Hart seconded; motion passed with 4 in favor, 1 opposed.*
  - Discussion was had regarding the road fund and monies meant to be added to it.
  - K.Vogel will reach out to Curnow and Curnow, PLLC to start this process.
- **Signage:** Discussion was had regarding whether or not to allow real estate signs at the entrance of Peaceful Valley. No signs are allowed on Peaceful Valley community property. K.Vogel will reach out to Windermere as well as Weichert to have them remove their signs.

**Homeowners Forum:** No homeowners present.

**Executive Session:** None required.

**Meeting Closed at 9:02PM**

## Peaceful Valley Country Club Regular Meeting

08/18/20 • 7:00PM

**Roll Call:** R.Whitson, K. Hart, R.Cayen, M.Altona, A.Davis

**Additions, Deletions & Changes:** Greenbelt concern added to old business, agenda items added by M.Altona will be moved to later in the meeting so she may address them.

**Minutes:** *A.Davis moved to approve the minutes of the June 24th regular meeting, R.Whitson seconded; the motion passed with 4 votes to approve and 1 to abstain. R.Whitson moved to approve the minutes of the July 21st regular meeting, A.Davis seconded; the motion passed with 4 votes to approve and 1 to abstain.*

### Reports

- Treasurer: Read. *R.Whitson moved to approve the June Check Register, R.Cayen seconded; the motion passed with 4 votes to approve and 1 to abstain. R.Cayen moved to approve the July Check Register, R.Whitson seconded; the motion passed with 4 votes to approve and 1 to abstain.*
- Manager's: Read.
- Committees:
  - Facilities/Clubhouse: Did not meet.
  - Youth: Did not meet.
  - Events: One request for the building at Halloween. Not planning to meet or host for the rest of 2020.
  - Safety: Did not meet.
  - Bylaws Committee: Did not meet.
  - Roads: Representative from Gray and Osbourne was out doing a site review for their official report.

### Old Business

- Reopening Building: M.Altona opened the discussion about allowing small groups to use the building. R.Cayen looked into the risk-level of re-opening and suggested that we wait until Whatcom County moved into phase 3. It was determined that we will wait until Whatcom County is moving into phase 3. State guidelines have a list available for cleaning and disinfecting, Bay City Supply has the appropriate materials. K.Vogel will reach out to those interested in using the clubhouse and let them know.
- Reopening Office: R.Whitson has yet to get a quote for a full door, he will get it before the September meeting, A.Davis will also be getting further quotes for the half door/full door. K.Vogel will pursue the cost of acrylic half-wall across the counter. Discussion was had around covering two issues with one solution, both security and covid-issues.
- Annual Meeting Discussion: A. Davis would like to have paper-ballots just in case. Per Governor Inslee's proclamation we do not *need* to have an annual meeting. *K. Hart motions to postpone the annual meeting, M.Altona seconded, motion passed unanimously.* K.Vogel will write a draft to the public regarding the decision, citing Inslee's proclamation.
- Parliamentarian: On Hold per annual meeting discussion.

- Greenbelt Encroachment: There is encroachment into the greenbelt, now the trees are being cleared from the greenbelt between two properties. A.Davis and R.Cayen will investigate and report back to K.Vogel for further action.
- Road Agreement: R.Whitson forwarded the agreement to M.Altona that states that we have the right to charge them for the roads. The report from Gray and Osbourne will be a large part of that, R.Whitson will send the document to everyone and this will be added to September's Meeting.

### **New Business**

- Transfer Fee: A.Davis brought up concern about the fee. Discussion was had. The board and K.Vogel will do their homework about when it was set and whether or not we should adjust it or state it in our rules or bylaws.
- Maintenance: Discussion was had around expectations not being met, and going forward all requests/concerns will be emailed to the office for ease of forwarding and for permanent record.
- Minutes: A.Davis was wondering how to find out what was discussed during the executive session if a meeting was missed. Discussion was had around keeping executive session records. R.Whitson expressed his opposition to keeping minutes of the executive session. M.Altona informed the board that a similar organization does in fact keep two sets of minutes, one open, one private. The board will do individual research into this to come back and make a decision in September.
- Signage/banners of PVCC Property: K.Vogel read out the request for partnership with Mt. Baker Community Coalition for posting positive messages regarding community action. Discussion was had around signs and solicitation being posted on Peaceful Valley property. It was decided to stick with the rule as it stood now- if individual community members want to post these signs (as they are not for businesses) they can, but they will not be posted on shared PVCC property.

**Homeowners Forum**: N/A

**Executive Session**: N/A

**Meeting Closed at 8:20PM**

## Peaceful Valley Country Club Regular Meeting

07/21/20 • 7:06PM

Roll Call: R.Whitson, K. Hart, R.Cayen, M.Altona

Additions, Deletions & Changes:

**Minutes:** *R.Whitson moved to approve April 27th regular meeting minutes, K.hart seconded; motion passed unanimously.*

### Reports

- Treasurer: Read. *June Check Register tabled.*
- Manager's: Read. Office will be closed August 28th, re-opening Friday, September 4th
- Committees:
  - Facilities/Clubhouse: Have not met. M.Altona met with Brent Cowden, let him know what the current ideas and plans were as well as plans he had for the neighborhood and where there might be overlap. K.Hart would also like to be involved. Right now this is just in a discussion phase before a proposal can even be presented.
    - Now that we are in Phase 2 there is more freedom with maintenance, board members were encouraged to reach out to K.Vogel
  - Youth: Did not meet.
  - Events: R.Cayen and K.Vogel did rounds on 4th of July and only two houses were found to be breaking the no-fireworks rule. K.Hart would like to host a Block Party to encourage community but with the restrictions as they are it was decided this is not the best to plan for right now.
  - Safety: Did not meet.
  - Bylaws Committee: Did not meet. Will meet when it is safe and in compliance with reopening to do so.
  - Roads: Main objective is to come up with a dollar amount to plan to fix the roads so that the new developments can have a dollar value toward the use

### Old Business

- Re-Opening Plan: R.Cayen read out the quotes for the sneeze guard, and half door to provide protection for the covid restrictions and
  - R.Cayen moved that we sign up for paid Zoom,R.Whitson seconded; motion passed unanimously.
- Annual Meeting Discussion: What do we do this year? State law supersedes all of our bylaws, however, if covid restrictions do not allow us to have a meeting we will be able to cancel if need be.
  - Discussion was had about playing it month by month to see where we are when it comes to it, and plan for it going ahead and planning with alternatives.
    - K.Vogel will contact the parliamentarian about running an absentee meeting or an online meeting.
    - K.Vogel will also reach out to Sudden Valley to see how they plan to run theirs.

- Rules/Bylaws Update: R.Whitson and A.Davis met to catch up on all the changes up until now, she has all the information to move forward with her proposed changes to the Bylaws.
- Street Light Reimbursement Update: K.Vogel spoke with Puget Sound Energy to see if Peaceful valley pays for any surplus street lights in residential sections, they do not. Discussion was had, it was decided that moving forward Peaceful valley will keep with its current protocol of new streetlight installation.

### **New Business**

- Newsletter: R.Cayen proposed putting out a newsletter out in August for the chipping event, the annual meeting, including a notice about volunteers and asking after more volunteers to help to haul and pile branches at the curb.
- Clubhouse Shelter: Jessica Bee inquired with R.Cayen about the potential of making the clubhouse an emergency shelter. There would be grant funding (through Whatcom County) to prepare the building to serve that purpose 365 days a year. This is just food for thought right now, no decisions have been made.
- Chipping September: covered during the newsletter discussion.

**Homeowners Forum**: Welcomed a new family to the neighborhood.

**Executive Session**: Entered into at 8:01PM to discuss potential legal matters. Exited the executive session at 8:12PM, no decisions were made.

- R.Cayen moves to allow R.Whitson discretion to decide which of the trees quoted for removal actually need to be removed, K.Hart seconded; motion passed unanimously.

**Meeting Closed at 8:17PM**