

# The Sierra View

Dec 2021



## PRESIDENT'S MESSAGE by Sandi Bumpus

Benjamin Franklin once said, "Out of adversity comes opportunity." As 2021 draws to a close, we will look back at a difficult year for many in our own community, our state, and our country. Despite the difficulties, we can all cite countless demonstrations of innovation and determination, proving that Mr. Franklin knew a thing or two about the ability of humans to adapt, overcome, and even thrive. As my term on the board ends in January, I am eternally grateful to have worked with a caring and conscientious community and stellar board, staff, and committee members. The pandemic didn't stop us – it just made us more determined to find the best way through.

One of the priorities for the last year has been to ensure Sierra's governing documents, policies, and procedures are compliant with ever-changing laws and regulations, and that they conform to best business and HOA practices. With this in mind, the board has worked with the HOA's attorney and identified the need for revisions to our Bylaws to address recent changes in HOA law and ensure the association reduces potential liabilities. On January 19, 2022, the board will host a Q&A session regarding its proposed Bylaws amendment. This session will start at 11:00 am following the regular board meeting. A community email has been sent with attendance options, and more details will follow as the date approaches. We will be voting on the proposed Bylaws amendment at the January 29, 2022 annual membership meeting.

Speaking of the Annual Meeting...we must again turn adversity into an opportunity and take advantage of technology. Because of the large number of potential attendees and increased COVID-related impacts with the discovery of a far-more transmissible variant, the board has determined that it must again hold this year's annual meeting remotely using Zoom and phone-in access for those without an internet option. More information will follow in this newsletter regarding the Annual Meeting, and additional community emails will be forthcoming to keep everyone informed.

Finally, I'm pleased to announce the board's decision to follow the recommendation of the HOA management working group to purchase an annual subscription to an HOA management software platform. This platform will reduce staff and board workload with a centralized solution for records management, reports and tracking, community emails and automated phone messages, a public website, and will ultimately provide a one-stop-shop of member benefits that include account management, bill-pay options, covenants violation and forms submission, community calendar, and more. Implementation will occur over several months after the new year. The annual subscription cost will be offset by salary savings through reduced staff hours, and the elimination of current technology subscriptions that will be replaced through the new platform. Many thanks to working group team members for countless hours of research, analysis, sitting through multiple demos, and finally, for identifying a viable, fiscally responsible solution.

I'll close this missive by expressing my sincere gratitude for the opportunity to serve an amazing community in the most beautiful place on earth. See you in the neighborhood...

### **VIRTUAL Annual Membership Meeting**

**Saturday, January 29, 2022 at 2:00PM**

**See pages 5-10 for details.**

#### BOARD OF DIRECTORS

##### President

Sandi Bumpus  
360-914-4403

##### Architecture Director

Lori Potts  
425-681-3303

##### Buildings & Grounds Director

Don Jaques  
360-672-5447

##### Community Activities Director

Kathleen Wayman  
360-678-2277

##### Finance Director

Richard Volk  
360-678-0536

##### Vice President

Amy Carrigan  
815-830-8472

##### Water Director

Glen Kitzmann  
360-914-4290

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#### STAFF

##### Property Manager

Mark Lucero  
360-320-1898

##### Secretary/ Administrator

Brenda Dewey  
sccsecy@gmail.com

Got email?  
Go paperless!  
Change of  
contact info?  
Please email:

[Sierra.mailbox@gmail.com](mailto:Sierra.mailbox@gmail.com)

# FINANCE REPORT

by Rich Volk

Here are Sierra's income and expenses for January through November 2021.

I have modified the format to reflect Water Income and Expenses excluding costs for our new well in order to show net income from water operations, followed by new well expenses and total net income (loss). The above data show that we had YTD net income of \$42,066 from water operations before deducting \$165,413 YTD well expenses.

CONDENSED FINANCIAL INFORMATION as of NOVEMBER 30, 2021				
	Buildings, Grounds		Water	
Income	and General	Infrastructure	Operation	Total
Dues and Late Fees	\$135,909	\$45,000		\$180,909
Water and Late Fees			191,320	\$191,320
Water Hookup Fees		67,500		\$67,500
Other Income	1,536	1,000	899	\$3,435
Total Income	<u>\$137,445</u>	<u>\$113,500</u>	<u>\$192,219</u>	<u>\$443,164</u>
<b>Expenses</b>				
Operating Exp	\$43,717	\$20,945	\$150,153	\$214,815
Administrative Exp	76,546			\$76,546
Total Op and Admin Expenses	<u>\$120,263</u>	<u>\$20,945</u>	<u>\$150,153</u>	<u>\$291,361</u>
Net Income Excluding New Well	<u>\$17,182</u>	<u>\$92,555</u>	<u>\$42,066</u>	<u>\$151,803</u>
New Well Expenses			<u>\$165,513</u>	<u>\$165,513</u>
Net Income Including New Well	<u>\$17,182</u>	<u>\$92,555</u>	<u>(\$123,447)</u>	<u>(\$13,710)</u>

## WATER REPORT by Glen Kitzmann

There are several projects in progress for our water system. The board has signed a contract to replace an old section of cast iron water main on Ft Ebey Rd between Balboa and San Juan St. The contractor is ordering the materials for the job and it will be scheduled once he has obtained those materials. The old cast iron piping will be replaced with C900 piping, which is the most up to date material.



They will also be replacing several valves in the street as well as an old fire hydrant. We will notify you when this work is scheduled which will be sometime in the first part of 2022. This project will require a water shutoff to switch over from the old pipe to the new one. The cost of this project is approximately \$85,000.

The next project involves replacing the treatment basin at the water plant. The preparation for this project is already underway. The area has been surveyed and a geo survey is being completed on the soils. Once the engineer has this information, they will put together the engineering plan and submit for approval from the State Department of Health. Once the plan is approved, we will go out to bid. This is a priority project as it affects the quality of our treated water. The old basin is also contributing to our unaccounted water loss. We are hoping we can complete this project in 2022, hopefully in the first half of the year. But this timeline will depend on many things out of our control. The initial estimates are that this project could cost approximately \$350,000.

We also have signed a contract to replace three main valves in the street at El Mar and La Fiesta. These valves are among ten in the neighborhood that are not functioning properly, probably due to age. When the contractor is able to schedule this work, we will let you know as it will also require a water shutoff to complete the work. By replacing the main valves, it should allow us to shut off sections of the neighborhood during times we discover a leak needing repair. This project will cost approximately \$20,000.

The hydrologist has completed the report on the two new wells which has now been submitted to the State Department of Ecology for approval of our water right for their use. Our engineer, who also needed this report, is submitting for our water source approval to the State Department of Health. Once these approvals are obtained, we will finalize our easement agreements with the two property owners and file them with the county. Then our engineer will work on the plans for completing the project for connection to our water system. We plan to do the work in phases so we do not deplete our reserve funds. So, completion of this project and connecting the new wells for use will be several years away. It may also be delayed since we will need to use some of our reserve funds for the treatment basin replacement project which is a higher priority need.

Updates on all the projects are given at the monthly board meetings. You can either attend the board meetings or read the minutes for updates.

## THANK YOU SIERRA VOLUNTEERS!

In addition to Sierra's volunteer board of directors and associates, we are grateful to have many other volunteers who contribute their time and talents to Sierra – these volunteer efforts are part of what makes Sierra a wonderful community.

- **Disaster Preparedness Team:** Kristi Lovelady, Christine Laing, Diane McClaine, John McClaine, Linda Meehan, Gary McIntyre, Loran Haworth, Brooke Burdick, Debbi Williams, Marilyn Desert, Kathleen Wayman (board liaison).
- **Zone Captains/Co-captains and Alternates:** Debbi Williams, Marilyn and Mike Dessert, Chris Bower, Barbara Halliday, Michelle Landis, Ned Smith, Mike Bonivert, Linda Meehan, Jill Liebman, Ella Mae Kurashige, Rosemary Denson, Susan Kohl, Margery Maconachy, Loran Haworth, John Schick, Dian Lockman, Martha and Eddie Hollis, Tina Goodman, Gary and Brynn McIntyre, Amy Carrigan, John Stone.
- **Communications Team:** John McClaine, Gary McIntyre, Brooke Burdick, Randy Hamblin, Steffan Soule, Paul Zaveruha.
- **New Volunteer Disaster First Aid Team:** Deni Bernstein, Tyrel and Lena Bransom, Minah Andrienas.
- **Community events planning:** Barb Halliday, Shawna Acker, Sandi Bumpus, Kathleen Wayman.
- **Firewise Committee:** Lynne Scapple, Fran Hand, Diane McClaine, Kathleen Wayman.
- **HOA management & technology working group:** Lori Potts, Julia Arteritano, Mark Bernstein, Robbin Boyatt, Amy Carrigan, Gary McIntyre, Don Meehan, Lynne Scapple, Steffan Soule, Rich Volk.
- **Internal Financial Review Participants:** Larry and Cheryl Carlson, Kathy Ericksen, Larry Rose, and Ned Smith.
- **Reserve Study:** Gary McIntyre continues to lead this important and legally required annual effort.
- **Speed mitigation:** Ned Smith re-initiated this effort and continues to work with the county regarding speed mitigation options.



*Have we forgotten someone? We apologize if anyone who's helped out the neighborhood was left off the list. Let us know if there are any un-sung volunteers out there.*

**Interested in volunteering? Our committees are always looking for new volunteers. Please contact Kathleen Wayman or email [sccsecy@gmail.com](mailto:sccsecy@gmail.com) for more info.**

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## COMMUNITY ACTIVITIES by Kathleen Wayman

While we haven't had any events/activities, the Board and Committees continue to meet and to lay plans for the next year. The Clubhouse is available for rental, as always. We have installed a new keypad locking system to make it easier for residents to access the facility for events. Wishing us all a Happy New Year and the ability to get together soon.

**2022 MEMBERSHIP CARDS**  
2022 membership cards for members in good standing (dues, water, and fines accounts) will be mailed along with the annual dues bills early February 2022.

## DISASTER PREPAREDNESS UPDATE by Kristi Lovelady

Despite COVID limitations over the past many months, we had a strong turnout for the second ever Sierra Great Shakeout Drill on October 21st. The Disaster Preparedness Committee estimates participation at a little shy of 50% of the neighborhood's households. Considering not every home is occupied year-round and we haven't been able to meet in person for quite some time, that is pretty darn good! Each of our 12 awesome Zone Captains and helpful neighbors set up gathering sites and care centers, checked their respective zones for signs of water and propane leaks, looked for HELP/OK signs in windows and were given two realistic disaster scenarios to practice radioing into the Communications Team at the clubhouse HUB. This information was successfully relayed to the County's Emergency Operations Center in Oak Harbor. We are hoping that 2022 allows us to go back to hosting informational events and face-to-face Zone meetings.

In addition to the Shakeout Drill, Committee members and Zone Captains updated all zone maps, established a new and very functional HUB, updated the Zone Captain notebooks, and our Sierra Communications Team successfully connected us to the rest of the island during several drills and each other during our monthly practice net. I am delighted to share that a Volunteer Disaster First Aid Team was formed in November. This team includes four wonderful Sierra residents that are both active and retired health professionals. This team will, if available and able, help provide emergency volunteer first aid in the event that Island County First Responders are overwhelmed during a disaster. The team will also guide the Disaster Preparedness Committee in procuring first aid supplies that may be helpful in the event of a significant earthquake event.

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## EMERGENCY WATER by Ned Smith



In any emergency, water is an extremely important commodity. Water is very important especially in the case of an earthquake, but also, when the emergency means that the access to water is limited or unavailable for a period of time. This situation could be due to something as common as a prolonged electrical power outage.

Although there should be an immediate supply of bottled water for drinking, readily available, it is also important for exiting the house if it becomes necessary. Otherwise, a simple formula for a prolonged period of time is one gallon per person per day for a minimum of three days, a week's supply if you can. This is especially important where the threat of earthquakes or gale force winds exists. When the house may be uninhabitable, a larger supply is advised.

Any water available for drinking should be stored in plastic jugs (five gallon, stackable containers are readily available) These containers should have no previous exposure to solvents, pesticides, or chemicals of any sort. The water in plastic containers can be purified with a tablespoon of bleach to assure that the water supply is drinkable without harm to humans. Also, the water in these containers should be changed every six months and stored in a cool shaded location

For other water needs for flushing of toilets or minimal sponge bathing, there is usually 50 gallons of water in most hot water heaters, accessed by a hose "bib" (outlet) at the bottom of the tank. Unfortunately, most hot water heaters rely upon electricity. Even natural or propane gas fired hot water heaters have electronic pilot starters, so the main burner can't be lit with a match.

A method for boiling collected rain or gray water, like a propane burner should be stored with the water supply. Propane burners are readily available through Amazon if local outlets do not carry them.

And in conclusion, when available, you can coordinate with your neighbors to share stocks of water and, in extreme cases, barter with your supply of water for other necessary items.

## Virtual Annual Membership Meeting

**Saturday, January 29, 2022**

**2:00PM via Zoom**

Due to Covid19 restrictions, and out of an abundance of caution for the well-being of our members, we are conducting our annual membership meeting via Zoom video (webinar). For those without internet access, you can join by phone.

**See details below and on the following pages regarding the virtual meeting, ballot items and voting options, and the financials.**

***Don't miss out on joining the Zoom video meeting or using the online ballot!***

If you have email access, but haven't been receiving periodic email notices from us, please contact [scsecy@gmail.com](mailto:scsecy@gmail.com) and we'll get you added.

### AGENDA

- Welcome
- 2021 Meeting Minutes Approval
- Director Reports
- Financial Review
- Ballot Review
  - Board candidates
  - External audit waiver
  - Budget ratification
  - Bylaws amendment
- Q&A and New Business
- Adjourn

### MEETING MATERIALS

We will post the presentation, and other meeting materials on the Sierra website in January, so you will have plenty of time to review the materials prior to voting and attending the meeting. An email with a link to the materials will be sent to members. Materials will include, but are not limited to:

- Meeting presentation
- Meeting handout including agenda and finance reports

### BYLAWS AMENDMENT Q&A SESSION

**Wednesday, January 19 at 11:00am at the clubhouse and via Zoom**

The board is hosting a briefing and Q&A session on Wednesday, January 19, 2022 at 11:00 am regarding the proposed Bylaws amendment which will be voted on at the annual meeting. If you'd like to participate, the meeting is planned to be held at the clubhouse (pending any upgraded COVID guidance) with a Zoom and/or phone-in option if you'd prefer to attend remotely. The meeting details including the Zoom link will be emailed to members. A recording of the session will also be made available.



**Saturday, January 29, 2022  
2:00PM (Pacific Time) via Zoom**

## **WHAT TO EXPECT:**

Zoom can be joined from any computer or mobile devices with internet access. We'll be using the Zoom Webinar platform, which makes it super easy for attendees! You'll be able to see and hear the presenters and view the presentation. You will not be on camera, and you will automatically be muted. When you first join, you'll be put into a "waiting room" until the meeting starts. If you have questions during the meeting, you can use the chat feature, or you can click on the "Raise Hand" icon. If you haven't used Zoom before, you may be prompted to download the Zoom app when you click on the meeting link (see below). We suggest logging on early to ensure you're set up prior to the start of the meeting.

## **JOINING THE ZOOM MEETING JAN 29, 2:00PM:**

Following is the meeting link. In January, we'll send email reminders with this link and other information. We recommend joining at least 5 minutes early:

<https://us02web.zoom.us/j/88091404123>

## **JOINING BY PHONE:**

If you don't have internet access, or you're unable to use your computer audio, you can listen to the meeting via the following dial-in number:

**253-215-8782** (When prompted, input Webinar ID: 880 9140 4123)

## **REMINDERS, HELP, AND RECORDING:**

Email reminders with all the meeting details and links to materials will be sent to all members for whom we have email addresses. If you're new to Zoom, here's a link to find out more about using Zoom: <https://support.zoom.us>

If you can't attend the live session, a recording of the meeting will be made available.

## **VOTING – TWO OPTIONS**

**Due to the importance of the items on the ballot, we urge you to review the ballot information on pages 9-10 of this newsletter carefully, attend or review the recording from the January 19 Q&A session, and/or contact the board with any questions before submitting your ballot.**

- 1. ONLINE BALLOT:** All members attending the Zoom annual meeting will be provided a link to the online ballot near the end of the meeting. We will also send the online ballot link via email to whom we have email addresses immediately following the annual meeting.
- 2. MAIL-IN/DROP OFF BALLOT:** A paper ballot will be made available upon request to those who do not have internet access. Drop-off or mail-in options will be available. Contact Brenda Dewey, Sierra Secretary at 360-914-4037 if you will need a paper ballot.

## **IMPORTANT NOTES ABOUT BALLOTS & VOTING RESULTS:**

- **All ballots (online and paper) must be RECEIVED by Tuesday, February 1** in order to be included in the voting results. The deadline is being extended beyond the annual meeting date to ensure members have an opportunity to participate in the virtual meeting and have time following the meeting to submit their ballots.
- Only one ballot per member household will be accepted.
- The name, contact information, and authorization/signature will be used to authenticate Sierra membership, voting eligibility, and number of votes assigned to each ballot (each lot owned = one vote).
- All ballots (online and paper) are confidential. Only the Board and Secretary will see the ballots.
- The voting results will be announced in an email around February 3, posted on the website, and included in the 1<sup>st</sup> quarter 2022 newsletter.

# 2022 FINANCIALS

## 2022 BUDGET

The 2022 budget was approved by the board at the December 17 board meeting. The revenue includes an 9.8% increase in dues, an increase in water rates, and funding from reserves to help cover required expenses and capital improvements. The budget will be reviewed at the January 29 annual meeting. Ratification of the budget is included in the 2022 ballot. A summary and detailed budget report will be posted on the Sierra website prior to the annual meeting.

Income	B&G and G&A	Infrastructure	Water Operation	Total
Dues and Late Fees	\$133,010	\$65,000		\$198,010
Water and Late Fees			220,525	\$220,525
Water Hookup Fees		0		\$0
Other Income	2,280	1,200	1,245	\$4,725
<b>Total Income</b>	<b>\$135,290</b>	<b>\$66,200</b>	<b>\$221,770</b>	<b>\$423,260</b>
<b>Funding from Reserves</b>		\$108,800	\$433,530	<b>\$542,330</b>
<b>Expenses</b>				
Operating Exp	\$49,996	\$175,000	\$655,300	\$880,296
Administrative Exp	81,479			\$81,479
Projects Accrual	3,815			\$3,815
<b>Total Expense</b>	<b>\$135,290</b>	<b>\$175,000</b>	<b>\$655,300</b>	<b>\$965,590</b>
<b>Net Income</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

B&G = Buildings and Grounds; G&A = General and Administrative

## 2022 RESERVE STUDY

Many thanks to Gary McIntyre for managing the fifth year of our state-mandated reserve study. This study allows us to plan for current and future revenue requirements. We consider capital investments to date, the remaining life of assets, and expected costs to maintain and replace those assets over the next 30 years. We have been growing our reserves knowing that we have an aging infrastructure and the need for an additional well, which is a top priority for Sierra. A reasonable objective is to have reserves that cover at least 70%, but the closer to 100% the better. This summary reflects our current reserve status through 2042.

		B&G	Infrastructure	Water
<b>Year</b>	<b>Initial Balance</b>	<b>\$123,372</b>	<b>\$213,288</b>	<b>\$604,843</b>
<b>2022</b>	% Funded	152%	13%	54%
	Ending Reserves	\$129,067	\$260,092	\$332,522
<b>2032</b>	% Funded	428%	N/A	62%
	Ending Reserves	\$392,382	(\$694,712)	\$483,929
<b>2042</b>	% Funded	337%	N/A	68%
	Ending Reserves	\$796,583	(\$1,879,538)	\$1,477,657

B&G = Buildings and Grounds

Gary will provide insight on the reserve study at the January 29 annual meeting. The full study will be posted on the Sierra website prior to that meeting.

## 2022 WATER RATES

The Water Director analyzes the water rates annually and makes recommendations to the board to ensure proper funding of water plant operations, water production, and necessary water projects--including securing a new water source. All of the costs to service our water system, equipment replacement and chemicals have increased significantly this last year. For 2022, the quarterly base water rate is increasing to \$190, the Tier 2 rate is increasing from .031 cents per gallon to .036 cents per gallon and the Tier 3 rate is increasing from .088 cents per gallon to .101 cents per gallon. All of the usage thresholds (gallons) for each tier will remain the same. Water conservation continues to be important for our community. The Board approved these rate increases at the December 17, 2021 board meeting.

		2021 USAGE TIERS (gallons)	2022 USAGE TIERS (gallons)	2021 RATE	2022 RATE	\$ INCREASE
<b>Tier 1</b>	<b>Base rate per quarter</b>	0 - 8,200	0 - 8,200	\$165	\$190	\$25
<b>Tier 2</b>	<b>Plus per gallon charge</b>	8,201 - 15,000	8,201 - 15,000	3.1¢	3.6¢	0.5¢
<b>Tier 3</b>	<b>Plus per gallon charge</b>	15,001 or higher	15,001 or higher	8.8¢	10.1¢	1.3¢

## 2022 ANNUAL MEMBERSHIP DUES = \$335 PER LOT

**Bills to be mailed early February 2022. Payment is due no later than April 1, 2022 to avoid a \$50 late fee, 10% annual interest, and any legal/collections costs.**

### DUES Q&A

#### 1. Who pays annual membership dues?

All members of Sierra pay dues for each lot owned. Dues are assessed per lot, regardless if lots are legally combined or if they are a vacant or developed lot.

#### 2. What do the dues go towards and why is this important?

Dues pay for association management and operations including the clubhouse and pool, grounds upkeep, paid staff, billing and bookkeeping agency fees, tax accountant, and other general or administrative expenses. The board members are not paid employees, but are volunteers. Dues also fund the infrastructure for our water system which the HOA owns and operates. Infrastructure includes all the piping and components that transport water from the plant to our meters. Infrastructure also includes our fire hydrants which are vital for our safety and protection of our homes. We have been building our reserves to repair and upgrade our buildings, aging infrastructure, and water system. Neglecting our infrastructure and not having properly funded reserves could impact our property values and lead to costly, unanticipated repairs.

#### 3. Why are the dues increased each year?

Our bylaws allow up to a 10% increase in dues per year. Dues increase each year to cover increases in operations and management costs, and for building our reserves, as described above. For 2022, the dues are increasing by 9.8% from \$305 to \$335/lot. The \$30/lot annual increase equates to an extra \$2.50 per month.

#### 4. When are dues billed and when are payments due?

Dues bills will be mailed out early February with a deadline of April 1, 2022.

#### 5. When are dues payments considered late?

Per our Bylaws, dues are considered delinquent if payment has not been **received** by our billing agent, King Water, by April 1. If payment is not received by April 1, a \$50 late fee is applied and the account is considered delinquent. Delinquent accounts are subject to 10% interest compounded annually, and will have liens filed. The legal and other fees related to lien filing or other collections activity will be charged to the delinquent owner, and could amount to many hundreds of dollars in addition to the original dues amount and late fees.

#### 6. What if I don't receive a bill?

It is each property owner's responsibility to ensure we and King Water have your correct mailing address. If you don't receive your bill by mid-February, please contact King Water at 360-678-5336.

#### 7. How do I ensure my dues payment is received on time by King Water?

- Checks must be made **payable to Sierra Country Club**. Checks made out otherwise will be returned to be corrected. If the corrected check is not received by April 1, late fees will apply.
- If you use online banking bill-pay services, be sure the payment will be delivered to King Water by April 1. Banks handle online bill-pay payments differently. In some cases, the date the bank issues the check and deducts it from your account is NOT the same as when King Water actually receives the payment.
- Payments should be mailed to PO Box 915, Coupeville, WA 98239; or made in person at King Water Company, 107 South Main Street, Suite A203, Coupeville.



## **WE NEED ONE MORE CANDIDATE FOR THE BOARD!**

**We have four vacancies for the seven-member board of directors.  
We have three excellent candidates so far, but we need one more candidate!  
Please let us know if you can fill one of the remaining spots (including for a one or two year term). You can also write in additional nominations on the ballot.**

### **1. 2022 Board Election – Four Positions**

#### **Mark Bernstein**



I, my wife Denise, and her mom, Carmen, have been visiting family in Oak Harbor for a number of years, staying a couple of times at an Air B&B here in Sierra. We loved the community feel, the walkability of the neighborhood and the nice central location on the island as well as the stunning views. We feel fortunate to have found a home in this community and have met a number of nice, friendly people already! I was a Real Estate Broker for over thirty years, also doing property management for over twenty of those years. Throughout my real estate career, I also had a handyman business, specializing in finish carpentry, painting and rehab of kitchens and baths. As a volunteer I ran projects for Paint-Your Heart-Out, where we would find homes in our local community that needed painting and put together a crew of volunteers to paint it. Now that we are living here, we are looking forward to participating in the ways we can, to keep our community such an awesome place to live.

#### **Amy Carrigan**



I, and my husband Ed, are recently retired and empty nesters of 3 beautiful girls, 2 of which are at the beginning of their careers and my youngest is excited to start in-person classes for her junior year at Western in Bellingham. Being a military family, we have always volunteered in our varied communities over the years. I have a BS in Accountancy from my home state of Michigan. I have served 5 years as Treasurer for the Girl Scouts Overseas in Japan. I have also volunteered as Treasurer for St. Baldricks, a fundraiser for children with cancer, for many years. It only felt natural to continue volunteering here in Sierra. I have been learning about our HOA this past year as the Finance Associate, studying under the mentorship of Rich Volk, our Treasurer. I currently oversee our Accounts Receivables for Dues and Water. When the board slot was vacated by Ms. Silverthorn, I was appointed Vice President. I am also co-captain in my neighborhood zone for the Emergency Preparedness Program. I am honored to be to be a part of our community and surrounded by such talented, knowledgeable and caring people!

#### **Ned Smith**



My wife, Robbin Boyatt, and I moved to Whidbey in June of 2018. When we drove down La Mesa Drive to visit the house that we now live in, Robbin saw the Olympics and I saw the waters of Puget sound and we knew that it would be our new home. Robbin was born and raised in Colorado where I met her in Steamboat Springs. I was born and raised in Connecticut. After I received my bachelors degree in Economics and a master degree in Education, I moved to Steamboat Springs where I built houses. I married Robbin 1982, and we moved “back East” also that year. In Hartford, I was a general contractor involved in residential remodels and additions. We had visited Washington state and Whidbey because our kids and grandkids live in Seattle, so we considered all the choices of where to retire and chose Whidbey because of its beauty and sincere friendliness. We have become good friends with our neighbors and continue to be amazed at what good people Sierra attracts. I have been involved in the HOA in a variety of capacities and have been totally impressed by the incredible management and operation of the board. In addition to being an associate member, I have worked on the architecture committee and have been working with the county traffic manager to better the navigation, upkeep, and speed limits within the subdivision. I am pleased to submit my name for a position on the Homeowners Association board of directors.

## 2. Waive the 2022 Annual External Audit

RCW 64.38.045 states “...associations with annual assessments of fifty thousand dollars or more shall be audited at least annually by an independent certified public accountant, but the audit may be waived if sixty-seven percent of the votes cast by owners at a meeting of the association vote each year to waive the audit.” The cost of an audit would be \$5,000 or more. An internal financial review was conducted June 23, 2021. The five participant members confirmed there are multiple safeguards in place to ensure the integrity and transparency of Sierra’s financial records including requiring two signatures on checks; conducting a review of transaction details, balance sheet, and income statement at monthly board meetings; posting annual financial reports on the Sierra website; and publishing financial summaries in the quarterly Sierra newsletters. The board will continue to conduct annual internal financial reviews.

**To save the expense of an external audit, please “AGREE” to waive the 2022 external audit.**

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## 3. 2022 Budget Ratification

Your board has the fiduciary responsibility to adopt an annual budget that appropriately funds the association’s management, operations, repairs and improvements to our assets, and provides sufficient reserves for future capital expenditures, including for our most important asset--our water system. Having properly funded budgets and reserves are in every Sierra member’s best interest as they can impact property values. The board approved the 2022 budget at the December 17 board meeting. RCW 64.90.525 states a budget approved by the board is considered ratified unless a majority of property owners reject the budget at the meeting in which that budget is reviewed. The budget summary is included in this newsletter, and it will be reviewed at the January 29 annual membership meeting. The detailed budget will be posted on the Sierra website prior to the annual meeting.

**To help ensure we have sufficient funds to support Sierra’s operations and water system, please “AGREE” to ratify the 2022 annual budget.**

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## 4. Bylaws Amendment Ratification

The Sierra Country Club Board of Directors solicited legal expertise in response to changes in laws pertaining to Washington HOAs. During the legal review, the following overarching issues were identified within the current Bylaws:

- A. Several articles within the current Bylaws are confusing, with some sections appearing to be in conflict.
- B. Current Bylaws do not contain business rules related to several primary covenants, to include architectural control and dwelling requirements; general nuisance and maintenance rules; dues and assessments; and other key covenants that are currently defined by policy and procedure.
- C. Some articles within the current Bylaws do not align with governmental timelines when applications or permits are required to engage in property improvement projects, nor is there guidance regarding the provision of exceptions or variances when good cause is shown.
- D. Current Bylaws do not contain business rules related to Sierra’s water system which is one of the primary purposes for which the corporation was founded as identified in the Articles of Incorporation.
- E. Several typos were discovered in the current Bylaws document as well as some formatting inconsistencies.

To appropriately address the issues identified by the HOA’s legal counsel, Sierra’s Board proposes an Amendment to the Sierra Country Club Bylaws. An edited Bylaws document reflecting the proposed changes was emailed to members on December 18, and is posted on the Sierra [website](#).

**To help ensure our bylaws are consistent with current HOA law, please “AGREE” to ratify the Bylaws Amendment.**