



# Sky Meadows News

September 2008/August Minutes

## Sky Meadows Trustees

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happyrb2@hughes.net

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### Treasurer

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### Building & Grounds

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### Architectural

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## Newsletter/Website

Robin Swenson  
509.304.8555  
happyrb@hughes.net

[www.skymeadowsranch.org](http://www.skymeadowsranch.org)

## Caretaker Phone #'s

Lodge 509.674.7753  
Cell-Harold 509.304.8459  
(Days off are Sat./Sun.)

## TO REPORT A FIRE

911  
800-562-6010 (DNR)

It seems like an awfully short summer this year. If the weather is an indicator fall is here.

There are a number of improvements that will be occurring in the next month or so.

- ☉ The Firefly electronic water meter reading system will begin installation soon. With this system we will be able to manage our water resources much more effectively and provide better usage visibility and billing for all members. We are encountering minor issues with regard to various types of meters that are currently installed. This is being address by Pierson Smith our implementation volunteer, the system supplier and the board. Thanks Pierson for all that you are doing.
- ☉ We will be drilling a new well on Lot 1C1 on the west edge of Sky Meadows the first week of September. This is the Sky Meadows lot that was sold to our caretaker with the rights reserved to drill a well on the property. We are exercising that right in anticipation of gaining needed water supply for the community for the future.
- ☉ The board has looked at various options for surfacing Casassa road up the hill past the lodge. They are narrowing in on a solution and we anticipate to see improvement soon.
- ☉ The annual meeting is set for October and the annual budget has been prepared with no increase cost to members. A summary of the budget will be sent out with the trustee elections after the September meeting.



**Volunteers Needed:** *Volunteers are needed to help with the installation of the electronic water meter reading Firefly sensors. If you are interested please contact Pierson Smith at [piersonkjr1@verizon.net](mailto:piersonkjr1@verizon.net).*

**Filling Board Positions:** *Interested in participating in the day to day business operations of Sky Meadows Ranch? Review the Policy Filling Vacancies on the Board of Trustees, POL— 02 available on line on our website and complete and return the Nomination form attached with this Newsletter.*

**Annual Election:** *Voting for the 3 regularly elected board positions will occur per the new Annual Election Policy TRU— 08 now loaded on our website. Ballots will be mailed to members and these specific ballots must be returned postmarked 5 days prior to the annual meeting.*

**DNR Logging:** *Cherry Valley Logging has been logging on the DNR land to the east of Sky Meadows toward Elk Heights for several weeks. They are thinning the treed area significantly. The trees that you see in that area with the blue ring painted on them are trees that will remain after the logging is completed. Within the next week they should be getting close to Sky Meadows.*

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**Sky Meadows Ranch & Country Club, Board of Trustees Meeting**  
**Saturday August 16, 2008**  
**Un-approved Minutes**

The meeting of the Board of Trustees of Sky Meadows Ranch was held in the lodge. A quorum was present and the meeting was called to order at 9:10am.

**1. Board Members Present:** Colin Ferrin, Steve Locati, Bob Poole, Dale DeGour, Kris Johnson

**2. Board Members Absent:** Bob Swenson, Peggy Locati, Trent Ely

**3. Presidents Remarks:**

1) The emergency phone is now by the front the door outside of the lodge. The phone booth has been removed.

**4. Minutes:**

1) *Motion Colin/Dale to approve the minutes. Approved.*

**5. Caretakers Report**

1) Harold reported that he is having problems with coverage with AT&T Cellular. It was suggested he looks into US Cellular.

2) Harold reported that he has been getting complaints about the charges for the horse corral policy.

3) A water leak was reported and Harold hadn't received the message. Harold should be the primary contact for reporting water leaks. 674-7753 is the lodge number which is the best number to call.

4) Lloyd Offer and Craig McLaughlin, Harold and Diane assisted in the re-building of the lodge deck railing.

5) It was reported that the last rental of the Cabana resulted in a problem with chairs left outside and empty liquor bottles were left in the pool area and in the pool. Members who rent the Cabana must be aware that the area must be cleaned up and furniture moved indoors at night after the event.

6) Harold reported that the firefly system installation is going to require an inventory of the type of meters in use with the Firefly system, some meters may need to be replaced. Since we are going to need to report this, the meters will be read at the same time.

7) The necessary replacement of any meters in system in conjunction with the Firefly system is an Association charge and will not be borne by individual members.

8) Grant money may be available to help with the Firefly

9) The new alarm system for pool and pool fence/gate repairs have been completed.

**6. Fire, Safety & Security**

1) Dale reported that the Firewise pile in the parking lot is for small trailers and pickup loads only. No dump truck loads please.

2) We still need data for time and money spent by members toward Firewise efforts for matching funds.

3) An additional grant application for Firewise funds has been submitted to the KC Conservation District.

4) Dale reminded that there will be a \$500.00 charge, plus cost of equipment and maintenance for extinguishing fires that are found burning during burn ban level 2 or above. There will be no exceptions to this policy.

5) Refuse Pile in lower lot will close on October 13 this year.

6) Joyce Munson asked about the use of lawn mowers. DNR is currently reporting that it is acceptable. Dale is suggesting he would like to ban lawn mowers at this time.

7) It was asked what the definition of a fire is. Dale reported anything larger than a candle. Outdoor wood or charcoal stoves are also banned.

**7. Buildings & Grounds:**

1) No additional report.

**8. Architectural:**

1) There is currently one request for tree removals for new septic and for driveway connection to road.

2) Dale mentioned the need to have a program to help members with removing debris from tree removal and firewise trimming.

3) Colin will be levying a fine for a member who topped live trees. He will also be contacting a member who constructed a driveway encroaching onto a neighbor's property.

4) Kris reported that a member has built a fence that she believes is onto the road easement. Steve reported that there is a difference for matters pertaining to fences within easements as opposed to rights of way. It is his understanding that Sky Meadows roads are easements, not rights of ways.

5) There is also a member who apparently built a shed encroaching onto the road easement..

**9. Treasurers Report:**

1) *Motion Kris/Dale to approved checks 8867-8903. Unanimous.*

2) Brenda Martin gave a report on the member's audit of our books. She reported that the approved type of a member's audit has been acceptable to Sky Meadows

for the last 21 years and she found the Association Policy which Sky Meadows approved in 1987 regarding our audit procedures. The audit reported is included in the newsletter accompanying these minutes.

- 3) The board expresses their thanks to Brenda and Betty for participating in this audit process.
- 4) Steve reported that we are still working with insurance agents but we currently have an exclusion from our coverage's regarding wither recreational activity.

|                          |                   |
|--------------------------|-------------------|
| Groomer Donation Savings | 4,725.00          |
| General Checking         | 2,576.67          |
| Club Dues Savings        | 44,800.72         |
| Water Capital Savings    | 45,811.78         |
| Water Operation Savings  | 6,566.19          |
| General Savings          | 9,892.65          |
| Water Capital CD         | 73,527.96         |
| <b>Total</b>             | <b>187,900.97</b> |

**10.Roads, Parking & Equipment:**

- 1) Poole reported that the cost of paving has increased. However, if we oil rather than pave, it will cost more to pave in the future as the oil base would have to be removed. We have a member who has negotiated the best price possible for paving and has offered to carry a no interest loan for part of the cost. Poole is also seeking chip seal bids and will bring recommendations to the board.
- 2) There will be a work party Saturday August 23 to clean up the old groomer for sale.

**11. Water System:**

- 1) There will be a need for volunteers to help with the firefly installation.
- 2) The contract for the well drilling on Lot 1CI has been negotiated and executed. Drilling is supposed to be complete by September.
- 3) Diane asked at what point the contract sales price for their lot would be adjusted if the well is successful. Steve reported that it is at the time that the well is connected to the system.

**12. Members Input:**

- 1) Bruce Polanski questioned a motion from the prior meeting to ad the language regarding the lien foreclosure process within three years after the placement of a lien.
- 2) Mike Simon reported that the association requested his

permission to bring equipment through their property to Firewise Lot 18. He asserts that the association's contractor damaged their property in the process including killing some live trees. The board apologized and Bob Poole asked Mr. Simon what the association could do to mitigate the situation. Bob Poole will meet with Mr. and Mrs. Simon to discuss the remedy further.

- 3) A member also asked about nuisance of loud late night parties in the development. The board offered to write a letter but advises members to call the Sheriff's office.

**13. Old Business:**

- 1) Steve will follow up regarding the listing of Lot 17 Div 2 for sale as approved at the last meeting.
- 2) Annual Election Policy: An amendment was noted that was approved at the prior meeting regarding the mail in ballots being postmarked 5 days prior to the meeting.
- 3) *Motion Dale/Colin to approve the annual election policy with the above revision. Unanimous.*

**14.New Business:**

- 1) Dale suggested that we revise the Horse Pasturing policy to eliminate the \$20.00 fee.
- 2) *Motion Dale/Poole to waive the \$20.00 horse corral fee. Passed, one opposed.*
- 3) Dale asked that someone take action on the new reader board. It was asked if he had a plan that was agreed to. He will bring something to the next meeting.
- 4) Members are reminded to be diligent in securing fuel as their has been thefts reported.

**15.Adjourn July Meeting :**

The Secretary left the meeting for another commitment at this point. The remainder of the meeting was to review the proposed budget for the next year.

Respectfully submitted,  
Steve Locati  
Secretary

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## **SKY MEADOWS AUDIT OF 7/26/08**

Under direction of President, Bob Swenson, an Audit of Sky Meadows Financial Records was performed on July 26, 2008 by members Peggy Locati, Betty Nance and Brenda Sudduth-Martin as required by Article VII Section 4 of the Covenants.

An annual audit by a group of members is the selected audit method for the non-profit organization of Sky Meadows since being adopted by Trustees Policy Document #Fin-06 dated November 21, 1987 (copy attached). The audit is performed each year to assure that necessary records are being kept and that records accurately show how Sky Meadows money is being dispersed. We followed the Trustees Audit Policy as outlined in Attachment A.

### **ATTACHMENT "A" OUTLINE:**

(1) General inquiry and review of budget forms and all bookkeeping procedures and systems. This is to determine if the current systems need refinement and if useful data is presented according to generally accepted accounting principles.

(A) We found that Alpha-Omega bookkeepers, Gail and Tom Trevathan, accurately and consistently produce all requested Sky Meadows reports and perform all bookkeeping duties in a timely manner. Gail Trevathan meets monthly with the Sky Meadows Treasurer and is available by telephone to answer questions.

(B) The following are some of the duties performed by Alpha-Omega:

1. Daily pick up of Sky Meadows mail which includes bills and correspondence. They enter the bills and members payments into their computer system and present the Check Detail report along with the actual bills for monthly approval by the Board of Trustees. After approval of checks the Sky Meadows Treasurer then mails the payments and makes the monthly Bank Deposits.
2. The current monthly reports presented to the Trustees: Check Detail (2W), two different Profit and Loss Budget vs. Actual Budget reports (2X) & (2XX), Treasurer report (2Y) reflects our checking and CD balances and the Aging report (2Z) shows overdue accounts of 30 days, 60 days and 90 days.
3. As well as the monthly reports, Omega produces quarterly and yearly financial reports for State and Federal taxes and presents them to our Accountant for filing with the proper Government agencies.
4. They mail the overdue letters to members, the delinquent and property lien letters to members and also collect the lien fees.
5. They maintain records of bought and sold property within the Sky Meadows development including collection of proper fees associated with these transactions. They sometimes have to research to determine the correct ownership of properties.
6. They produce a yearly updated list of Sky Meadows fixed assets to our Accountant to determine depreciation and write off for Sky Meadows each September 30<sup>th</sup>, which is the end of our Fiscal year.
7. There are other duties as requested by the Board that they perform as needed.

(2) Review one month bank statement covering these accounts: General Dues, Assessments, Pool and Water. This was directed to check accuracy of the system and establish budget balances at the start of each new fiscal year.

(A) We reviewed the month of July 2008 and found no discrepancies. Omega has been directed by the Board of Trustees for approximately 7 years to maintain Bank checking accounts for General Funds, Water Capital, Water Operations, Dues and Savings account there is no separate Bank account for Pool and Water as mentioned in 1987 Audit outline Attachment (A). Omega's computer system is set up to make the proper 35%- 65% split between Water Operations and General Funds. But does require more manual input when water billings are due because of our different water categories of part-time, full time and recreational.

(3) Test of Transactions: sample a minimum of 25 checks and supporting invoices randomly chosen. This is to check the accuracy of the system.

(A) We reviewed billings and payments for months 3/08, 4/08 and 7/08 and found all payments and records correctly entered into the computer system. There was only one discrepancy found which was a monthly payment of \$27.35. There was no bill found for this amount and we could not determine why the payment was made. The Bookkeeper was instructed by the 2004-2007 Sky Meadows Treasurer to make the payment each month without a bill.

(4) Compare Budget to Actual Budget and itemize overages in excess of 10%. This is to provide accurate data for budget preparation.

(A) According to the monthly Profit & Loss report of July 2008 there were no over budgeted items in excess of 10%. However there was one item listed under Water Meter Installation that was under budgeted by 60%. The Board of Trustees had estimated income from this source at \$9,100.00 but the actual income received was \$24,000.00. See attached itemization (4V) as required by Attachment A.

(5) & (6) of Attachment "A" refers to specific areas of review as directed by the Board of Trustees.

(A) None were given to the audit team for this audit.

#### **Audit Team Recommendations:**

(A) Determine why the monthly payment for \$27.35 is being paid without a bill in item 3 (A).

\*A countermeasure to this happening in the future would be to include a handwritten bill each month with an explanation of why payment is made.

(B) AT&T, Qwest and AT&T Mobile totaled \$173.80 for the month of July 2008 from review of item 2

(A).

\*The Board should determine if phone charges can be consolidated and reduced.

(C) There have not been any monthly wireless internet charges since May 2008 from review in items 2 (A) and 3(A).

\*The Board should determine if there are outstanding fees and if so, how much is owed.

(D) Omega was recently assigned the job of stuffing envelopes for dues and water billings and other member mailings from review of item 3(A). Previously the Treasurer or volunteers performed this job.

\*The Board should determine if there are local member volunteers available to perform this job. It would save the membership \$30.00 an hour that Omega charges to do this job. Although, we were unable to determine if this job may be eliminated with the new Firefly system. We feel the Board should elaborate on how this system will work for water billings, if at all.

(E) We found boxes of unorganized Treasurer records from years 2006, and early 2007. The boxes had bills, check details and un-cashed checks that were not in any organized order, just dumped in boxes.

\*Peggy Locati and Robin Swenson organized these records and put them into labeled boxes. In the future if the Association is without a Treasurer for one month or more because of illness, etc. the Board should temporarily assign someone to file the monthly records in the file cabinets in an organized manner.

Respectfully submitted by Peggy Locati, Betty Nance & Brenda Sudduth-Martin

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**IF YOU ARE INTERESTED IN APPLYING FOR A BOARD POSITION, PLEASE  
FILL OUT THIS FORM AND MAIL TO: Steve Locati c/o Sky Meadows Ranch,  
PO Box 117 Cle Elum WA, 98922, this must be received by September 15th.**

## Trustee Candidate Information Sheet

Name: \_\_\_\_\_ Lot# \_\_\_\_\_ Phone \_\_\_\_\_

How long have you been a Sky Meadows landowner: \_\_\_\_\_

Occupation / Related Education / Related Experience: \_\_\_\_\_

What are your personal interests: \_\_\_\_\_

Brief statement on why you would like to be a Board Member in 50 words or less:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Questionnaire

What do you feel are the top three most pressing problems at Sky Meadows?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Assuming the funding was available, what would your top five priorities be?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

# Sky Meadows Groomer Donation

Fundraising to date has brought in about \$6000. This fundraising will continue. Please complete the form below and send your donations to Bob Poole per the instructions.

Our 1972 Thiokol will undergo some clean up and maintenance repair and then be offered for sale with the proceeds going toward the purchase. The balance after donations and proceeds from the sale will be paid from association funds over the 3 year time period. This figure is projected within current annual budgeting without any increase of costs to members.

A big thanks to all that have made pledges or donations so far. We need your continued focus on this. Please fill out this form and donate whatever amount you can to help us keep our winter recreation access in Sky Meadows enjoyable for all by assuring we have a working groomer for many seasons ahead. Those members who have made pledges, please send your donation checks made out to SKY MEADOWS GROOMER FUND and mail to 471 Pumphouse Hill Rd. Cle Elum WA 98922.

Questions, call Bob Poole at 253-332-9713 email [roberthpoole@comcast.net](mailto:roberthpoole@comcast.net) .

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## Groomer Donation PLEASE MAKE CHECKS OUT TO SKY MEADOWS GROOMER FUND

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone# \_\_\_\_\_ Sky Meadows Division and Lot Number \_\_\_\_\_

Donation Amount \$ \_\_\_\_\_

PLEASE MAIL TO: Bob Poole: 471 Pumphouse Hill Rd. Cle Elum WA 98922 (253-332-9713)

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## Fire Safety

We are still at Fire Level 3: HIGH Total shutdown. NO burning,  
Nochainsaws, No Charcoal BBQ's or weed-eaters.



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## FIREWISE HOURS

CUT AND MAIL TO THE ADDRESS BELOW

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone# \_\_\_\_\_ Sky Meadows Division and Lot Number \_\_\_\_\_

Hours spent per individual on thinning, pruning and slash removal \_\_\_\_\_

Approximate dates \_\_\_\_\_

Fees paid/gas used\$ \_\_\_\_\_

PLEASE MAIL TO: Dale DeGour at PO Box 117 Cle Elum WA 98922 Dale 253.630.8638 [tweety176@aol.com](mailto:tweety176@aol.com)

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