

JEFFERSON BEACH ESTATES COMMUNITY, INC.
Minutes of the Monthly Meeting of the Board of Directors
September 14, 2022

Everett Simila called the meeting to order at 6:31 PM.

The meeting was held at the Jefferson Beach Estates Community Center.

Board Present: Boyd Malloy, Gayle Waxon, Karen Bertram, Everett Simila, Kim Drew.

Staff Present: Carl Watson

Secretary's Report: Gayle Waxon made corrections to August 10, 2022 meeting minutes.

- The board unanimously approved the minutes from the August 10, 2022 meeting as corrected. (Boyd Malloy motioned, Karen Bertram second) MSP with corrections

Treasurer's Report: Everett Simila presented and went over the treasurer's report.

- The board unanimously approved the Treasurer's Report from the August 2022 report as corrected. (Karen Bertram motioned, Boyd Malloy second) MSP

Committee Reports

- Park Committee Report (Karen Bertram)
 - August 2022 - Park Project Summary is attached in the appendix.
 - Beach Gate Signs – The old signs were removed and Carl put up the new signs.
 - Beach Stairs Railing is bent – Karen will talk with Dave Brown regarding repairs.
 - Shore Friendly Group (regarding the boat ramp removal project) – They are preparing the contract for the detailed study and will give us a list of contractors that we can select from to do the work. They have organized a beach walk to help us learn about the dynamics of our beaches, bluffs, and Puget Sound coastal geology in general. The beach walk will happen Saturday, September 24, 2022 at 10:30 AM -12:00 PM.

Maintenance Report: Carl mentioned that some new boards are needed for the dock railing. Karen approved of Carl purchasing what he needs.

Old Business:

- Waterfront Property Status (Everett Simila)
 - Property is sold and money is in the checking account at Kitsap bank per Susan..
- Email addresses for JBE business - Notices, billing, statements, newsletter/ballot.
 - All agreed we should post on Facebook to publicize that we're collecting email addresses to make community communications easier.
- Gate Painting status (Carl Watson)
 - Carl finished painting it. Everett suggests getting reflector tape for the gate.
- Fill Vacant Treasurer Position – Susan sent us a job description of this position. Karen went over the job description.

- o Everett discussed transferring over to QuickBooks online and getting the yearly subscription for our next Treasurer. This would give us more access to the data and provide some automated services.
- o Everett will also check into other bookkeepers that would be available
- o Our CDs will be rolled into one account at Washington Federal. Everett suggested that we move those accounts into Kitsap Bank accounts, so there are not 2 different sets of signers (and banks) for the accounts.
- o Karen will investigate Microsoft to see if they offer a web-based bookkeeping app.
- o Karen will update the job description for the Treasurer's position and send it out to Board members to review.
- Bids to Cut Blackberry Bushes on the border of the old well site – Kim said that he got 3 bids: \$12,500, \$13,500, and \$5,900 plus \$1,000 for dump.
 - o Karen suggested we consider renting the equipment ourselves and doing the work.
 - o Everett will call Mark and see if he can help and get the price of a rental.

New Business:

- Assessment Due Date change in 2022 clarification
 - o Need to clarify the due date of yearly dues for JBE members
 - o Dues are now due on February 15th every year.
 - o Gate and Locks – Judy handed over the box, with keys in it, to Boyd Malloy or into the file cabinet in the clubhouse. Everett will follow up with Chris McDaniel on getting new keys and lock cylinders. Everett would like to update the policy regarding turning in the keys when people move out.
 - o Boyd suggested that we issue keys only at board meetings to lessen the load on whomever's managing keys,
- Revise Beach Key Policy – The board discussed updating the policy regarding turning in the keys when people move out and the \$100. lost key charge. Everett will work with Karen on the draft she has already started and they will send it to the rest of the Board for feedback prior to the next meeting.
- Expanding the Basketball Court – There is still interest in expanding the court so it can be used for Pickleball. Everett asked Kim to get bids.
- Internet for JBE Clubhouse was discussed and will probably be necessary for an improved security system.
- The board discussed alternative solutions for the beach gate – Everett suggested adding these and any other potential solutions and ideas to the annual meeting ballot to get feedback from JBE residents. Everett said the monthly fees are about \$100-\$200/mo for one company he has already talked to, for them to manage the gate. There would also be hardware and installation charges, plus they would require we have internet and power at the gate.
- Community Center Security System – Everett showed the board members the existing security system and all agreed we need to look into replacing it. Karen will research options.

Board Action – Moved, Second and Passed (MSP):

- Approved August 2022 Meeting Minutes
- Approved August 2022 Treasurer's Report

Meeting Adjourned: 7:53 PM

Residents in Attendance: Dwight Talley

Appendix

August

Project	Status
Pier cleaning	Postponed per last meeting. Plan to assess in Sept and see if it needs a bath.
Bent railing	Contact Dave Brown after Aug 15
Add'l help for Carl	Raul texted me again while I was in BC about whether we can pay \$30/hr and I advised he email the board.
Area next to playground	Postponed per last meeting and decision to take this up in fall or next spring
Signage	Signs are ordered and should arrive shortly.
Boat ramp	Need to get a final contract to review/sign with Shore Friendly. Our contact is OOO until next week. Karen will follow up with her.
Picnic	It went fabulously and we should do it again next year. Be great if we can get volunteers to manage the food so we can mingle with people.